

Date: Monday March 4th, 2019	Time: 6:00 p.m. MDST	Location: Hammond Property Management 50 Meadow Village Drive Big Sky, MT 59716
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	Agenda	Presenter	Action
6:00	Call to Order		-
	<ul style="list-style-type: none"> • Member Forum (new items for next agenda) 		-
	<ul style="list-style-type: none"> • Minutes of Last Board Meeting 	All	Approve
	<ul style="list-style-type: none"> • Schedule Next BOD Meeting: <ul style="list-style-type: none"> ○ Monday, April 1st 2019 at 6pm 	All	Approve
	Financials		
6:10	<ul style="list-style-type: none"> • Financial Report <ul style="list-style-type: none"> ○ Monthly Account Receivables Review ○ Overages/Surplus Money 	Curt	-
			Discuss
	Reports		
6:30	<ul style="list-style-type: none"> • Property Management Report <ul style="list-style-type: none"> ○ Spring campus walk-through 	HPM – Palmer/Josh	Discuss
	<ul style="list-style-type: none"> • Rule Enforcement Report <ul style="list-style-type: none"> ○ Violations ○ List of vehicles towed 	HPM – Joe	Discuss
	<ul style="list-style-type: none"> • Communication from Owners 	HPM	Discuss
	<ul style="list-style-type: none"> • Parking Update 	Jeff	Discuss
	New Business		
	<ul style="list-style-type: none"> • Insurance Claims 	Samantha/Ty	Discuss
	Old Business		
7:00	<ul style="list-style-type: none"> • Condo building heating options 	Karla	Discuss
	<ul style="list-style-type: none"> • Trash Update 	Karla	Discuss
7:30	Adjourn		-

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

Firelight Meadows
2.4.2018

Call to Order

Matt Walker called the meeting to order at 6:00 PM, MST.

Roll Call

Board Members present included Laura Gregory (D09), Matt Walker (D05), Steve Cherne (308), AJ Christianson (A16, C07), Curt Wilson via phone (B02), and Karla Yeager-Smart (B09). Others present included owners Steve Miller (A19) via phone, Annette Stone (B12), and Dave & Kathy Shappee (329); Scott Hammond, Mike Palmer, Katie Coleman, and Robbeye Samardich of Hammond Property Management; CPA Doug Shanley, and Attorney Mindy Cummings.

Member Forum

- 1) No new items were added for next month's agenda.

Approval of Minutes

Steve motioned to approve the January board meeting minutes as presented. Laura seconded the motion. All were in favor and the minutes were approved.

Next Meeting

The next board meeting was scheduled for Monday, March 4th, 2019 and will begin at 6:00 PM in the Hammond Conference Room.

Financials

Curt presented 4th quarter/year-end financials. The group discussed budget overages due to parking management, maintenance and insurance costs.

REPORTS

Property Management Report

Mike presented the manager's report. Main points included:

- Overflow parking at the end of Candlelight – "No Parking" sign was ran over. Owner of unit has been fined for damage.
- WFU performed water testing at various units
- Shoveling and clearing ice around condos and chalets.
 - So far only one chalet leak reported. Karla reported a leak outside the entrance of her B building's door. By design, heat tape causes more ice buildup; the board and management discussed turning off heat tape next year to see if this helps prevent ice buildup.

Scott shared that a new Field Representative will be joining the team and noted his appreciation for the Board's patience during the transition.

Karla inquired about the regularity of the shoveling at the condos and around the fire hydrants. Management noted that these areas are to be addressed every snow event, but more attention will be paid to these areas.

Rule Enforcement Report

The rule enforcement report was displayed in the packet.

Communication from Owners

The board reviewed and discussed communication from owners received by management. One topic of discussion was the inconvenience of the recently scheduled winter chimney cleaning/inspections. These second inspections are only scheduled for units who use their stoves as their primary heat source. These units in the past came back

with reports of dangerously high soot buildup which prompted this second inspection/clean during the season they are used the most.

Letter to Membership Regarding Rental Units and Pets

Included in the packet was a draft letter to the membership reminding them of the HOA's no-pet policy for unit renters. Mindy explained that there will be a pet policy addressed in the governing document re-write relating to this subject while leaving this out of the Rules and Regulations, which will allow to the board the flexibility to come up with a pet policy they want to enforce.

The board instructed management to send the letter about the pet policy to the ownership, along with including something in the next newsletter.

NEW BUSINESS

Board of Directors – Vice President Role

No Vice President role was determined. Mindy noted that appointing this board position is not necessary.

OLD BUSINESS

Board Vacancy

The board chose not to fill the vacancy. For voting purposes, maintaining an odd number of board members is ideal.

Additional Parking

Jeff explained that the county has been involved in initiating the approval process for additional parking. Mindy noted that in reviewing some of the proposed plans Jeff shared with her, the plans did not present cost projections. In addition to that, there may be a conflict with proposed parallel parking and the existing fire lanes. With county approved documents, the board will be able to finalize some more details in order to move forward.

Water Meter Update

Increased water rates were included in the meeting packet (\$_ for condos, \$_ for chalets). Further discussion has been tabled for the time being.

Trash Management Contract

HPM presented their trash compactor management contract for board review. No management details of the contract will be different than before.

Condo-area Trash Receptacles

Scott recommended the board purchase bear-proof trash receptacles to place at the condo entrances and replace the existing ones. Matt feels that the bear-proof cans are costly, and removing the trash altogether would help correct the issue. Notice of the removal will be posted on campus as well as put in the newsletter. The smoking receptacles will be brought to the front of the condo buildings, while owners will be encouraged to use the compactor for their trash needs moving forward.

Condo Building Heating Options

Karla is still exploring possibilities, while also talking with Mike about some of the details that need to be taken into consideration.

Adjournment

The meeting adjourned at 7:30 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

From 12/31/2018 Balance Sheet

Retained Earnings	\$ 105,092.64
2018 Net Income	\$ 43,399.57

\$ 148,492.21	We as a board need to decide how to allocate this.
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Running Total	\$ 148,492.21
Need to save for Insurance	\$ (66,000.00)
Retained Earnings Balance	\$ 82,492.21

We have switched over to paying the entire year's insurance at once to make sure we don't get cancelled if a payment is late.

From 12/31/2018 Profit and Loss statement:

Limited Common Expense - Chalet under budget	\$ (11,929.38) / 136 units	\$ 87.71	Refund to each chalet owner
Limited Common Expense - Condo under budget	\$ (4,843.44) / 80 units	\$ 60.54	Refund to each condo owner

The above two lines represent funds that were paid by each class in addition to the fund allocated for common elements. These funds need to be returned to their respective class in one fashion or another.

Option 1 - Give the current owner of each class a credit on 3/31/2019.
Gets it off our to-do list and cleans up the balance sheet now.

Option 2 - Factor this credit into the 2020 budget.
While there is no impact to cash in 2019, there will be a 2020 cash impact and a potential loss, which would be tied to 2018 over/under. Personally, I don't want to explain that at an annual meeting.

Running Total	\$ 82,492.21
Balance due owners	\$ (16,771.76)
Retained Earnings Balance	\$ 65,720.45

Curt recommends we split the remaining \$65K between Reserves and special projects, such as parking spaces.



Any amount sent to Reserves would be a balance sheet transfer and would not impact our 2019 P&L. Funds spent on Special Projects would be a 2019 P&L hit, but something we can explain.



Firelight Managers Notes

- Created a protocol for dispatching sub-contractors
- Created form for submitting invoices related to specific units to the Board
- Cleaned up area outside of maintenance shop. Will continue to relocate/ clean up as snow begins to melt.
- Snow
 - o Increased efforts directed towards snow removal
 - o Had ice dams removed from condo buildings
 - This should also help reduce the amount of ice on the propane regulator roofs moving forward
 - o Shoveled out condo propane tanks
 - o Continued to facilitate having the valleys of the condo roofs shoveled
- Condos
 - o Removed front entryway trash receptacles from the condos and stored them in the closets per the request of the board and moved ash trays to front of buildings
 - o Institute condo building routine inspection forms to present regularly
- Compactor
 - o Working on creating a repair list for each compactor
 - o Setting up checklist for compactor maintenance to help keep compactors in better shape
 - o Plan on replacing latches on both compactor doors for better appearance and functionality

Rule Violations

 FL 199 Courtesy Notice - window coverings	2/26/2019 12:58 PM
 FL B11 Courtesy Notice - Items in hallway	2/26/2019 9:05 AM

Parking Violations

Parking Mgmt. Report Jan 3 - Jan 28 2019					
Date/Time	Unit #/Location	Make/Model	License Plate	Towed?	Notes
2//2019	Int. Candlelight/Firelight	Subaru	BVB101 MT	YES	Parking in intersection Towed 2-1-19 Best Rate
2/6/2019	Candlelight	RAM	Z1C-39900 PA	No	No pass/sleeping in vehicle
2/7/2019	D19	Subaru	No plate	No	Must move after snow
	Guest	Ford	676028B MT	No	Must move after snow
	Guest	Jeep	601028C MT	No	Must move after snow
	Guest	Subaru	627933B MT	No	Must move after snow
	Guest	Toyota	630268B MT	No	Must move after snow
	Overflow	Subaru	K663476 ID	No	Must move after snow
	Condo B	Toyota	292-LEX NV	No	Must move after snow
	Condo C	Jeep	600004C MT	No	Must move after snow
	Condo C	Jeep	CAW367 MT	No	Must move after snow
	Guest	Honda	687514A MT	No	Must move after snow
2/19/2019	Condo C	own/Country Va	488051D MT	No	
	Condo C	VW	600314C MT	No	
2/20/2019	Overflow	Sunrader	BJY6191 WA	No	No permit, camper
	Guest of 302	Subaru	608674B MT	No	Must move after snow
2/21/2019	Guest	RAM 2500	BYU792 MT	No	Must move after snow
	Overflow	Sunrader	BJY6191 WA	No	No permit, camper
	C17	RAM	ZLC-3990 PA	No	Blocking roadway
	Condo A	Mercedes	BNR-1728 WA	No	No pass, blocking roadway
2/22/2019	Guest	Ford	389-F10 NV	No	No permit
	Guest	Ford	2T BN632 ID	No	No permit
	Condo A	Volvo	951GKH CO	No	No permit
	Condo A	Nissan	AJD9887	No	No permit
	Condo A	Ford	674270A MT	No	No permit
	Condo A	Volvo	CGC491	No	No permit
2/24/2019	472	Toyota	ZZ6/1798 IL	Booted	Paid Best Rate dispatch fee
3/1/2019	? - 106 or 980	Toyota	XHE9198 VA	Booted	Firelane, no permit

From: David Shappee
Sent: Monday, February 04, 2019 7:35 PM
Subject: WFUtil Increase?

Sorry Katie, I must have missed the explanation of the outrageous rate increase inserted at the foot of p. 17—WFU's has got to get that through the Public Utility Comm., right?

Thanks,
Dave Shappee

From: Brandon Berg
Sent: Sunday, February 10, 2019 9:52 AM
Subject: Chalet, 3 Bedrooms + Loft, 3 Baths in All of Big Sky! - Vacation rentals

I had heard and have witnessed of recent problems with owners renting and allowing pets, stumbled across this & thought I would share:

<https://bozeman.craigslist.org/vac/d/big-sky-chalet-3-bedrooms-loft-3-baths/6785828806.html>

From: Rosalie Roeder
Date: February 18, 2019 at 2:14:21 PM CST
Subject: Re: WFU estimated usage rates

I also spoke with WF and I think the base rate is too high. And I understand without real truth that the base rate is based on the number of condos. Unfortunately for clients such as myself being the only one using water, sewage etc. is paying the same as those who have more than one in many cases several persons living in one condo plus a hot tub. From what WF told me my monthly usage payment will not be much less than I am already paying. Do you know how the base rate was determined? I would like to see how that figure was "set in stone". I appreciate your response as promised.

From: Rosalie Roeder
Sent: Monday, February 18, 2019 3:26 PM
To: Pat Krause
Subject: Fwd: WFU estimated usage rates

Pat, Seanna sent me a message saying she spoke with West Fork concerning our water bill. When Seanna sent the initial email I called her as I was confused thinking our bill for those like you and me would be much less. She promised she would follow up and get back to me. Her email response to me is included as is my message to Seanna. I hope this makes sense to you. My response today to Seanna will make no difference but by responding to her I was able to let off a little "steam".

From: Pat Krause
Sent:
To: Rosalie Roeder, Seanna Farrow
Subject: WFU estimated usage rates

Thanks, Rosalie, It appears WF only did what they did in order to increase rates on everyone. Seanna I think our attorney should check into this. It appears WF is using this as a way to belk money from the condo and chalet owners. If we cannot get the Board to check on this when I return this summer I will bring this up and request the Board and the Board's attorney request this matter to be looked into. Something back handed is going on as far as I can see.

Thanks, Patricia Krause D-12.

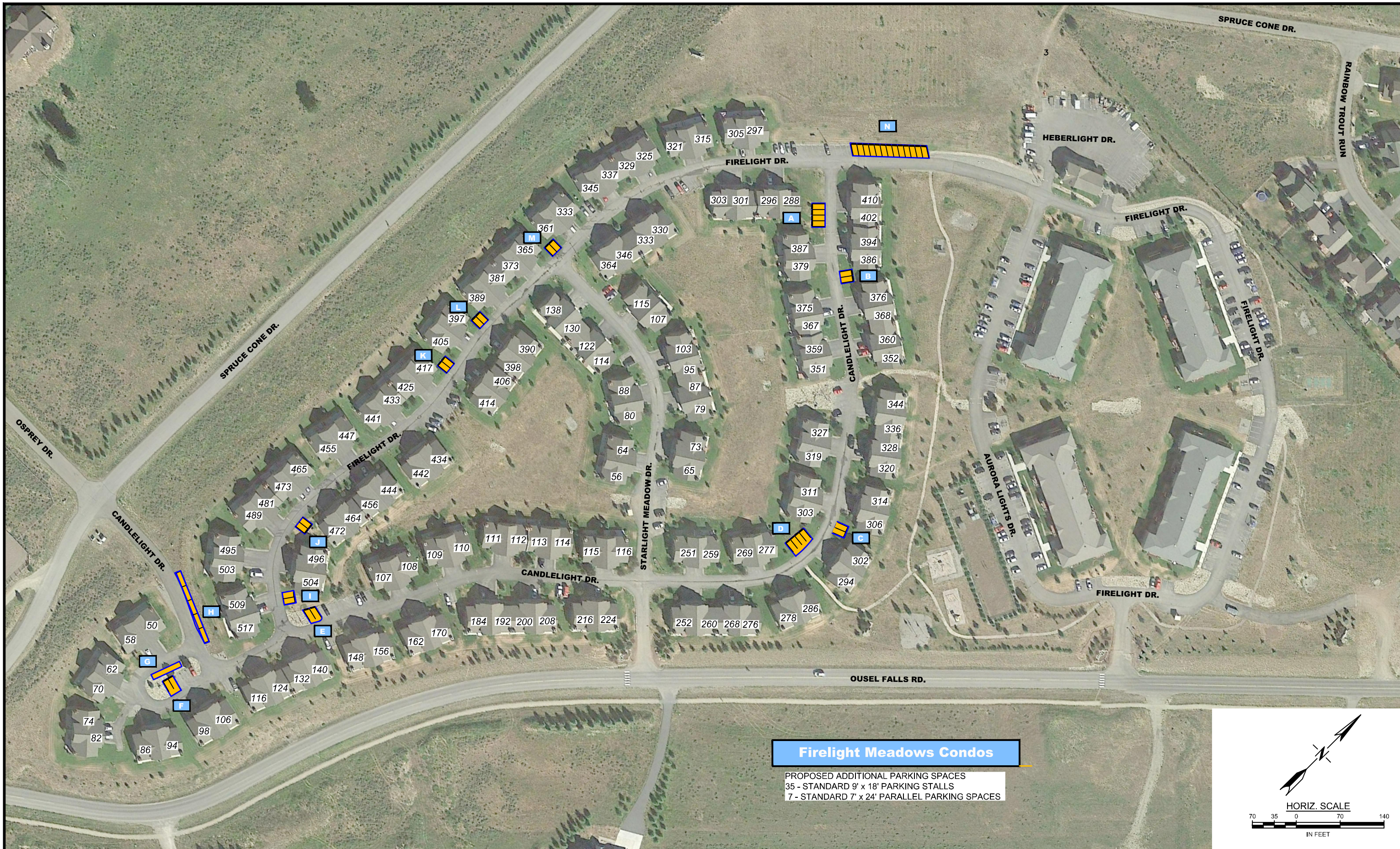
To: Firelight Meadows Complex:

Hello, I'm a Firelight owner and while visiting the "B" condo complex I noticed a couple things that I wanted to bring to your attention.

- 1) There is an outdoor storage container on a patio. I wasn't aware this type of storage container has been approved for all unit owners? If it has been approved, could all owners receive an updated approval list for items that can be stored on decks and patios.
- 2) Someone is parking in a designated ADA space and the ADA tag expired in 2009. Are we monitoring the ADA spaces for this type of misuse? Generally, there is a \$100 fine associated with non-compliant ADA parking space use. Could the ADA policy and enforcement policy be communicated to all owners as well.

Thanks for looking into these matters.





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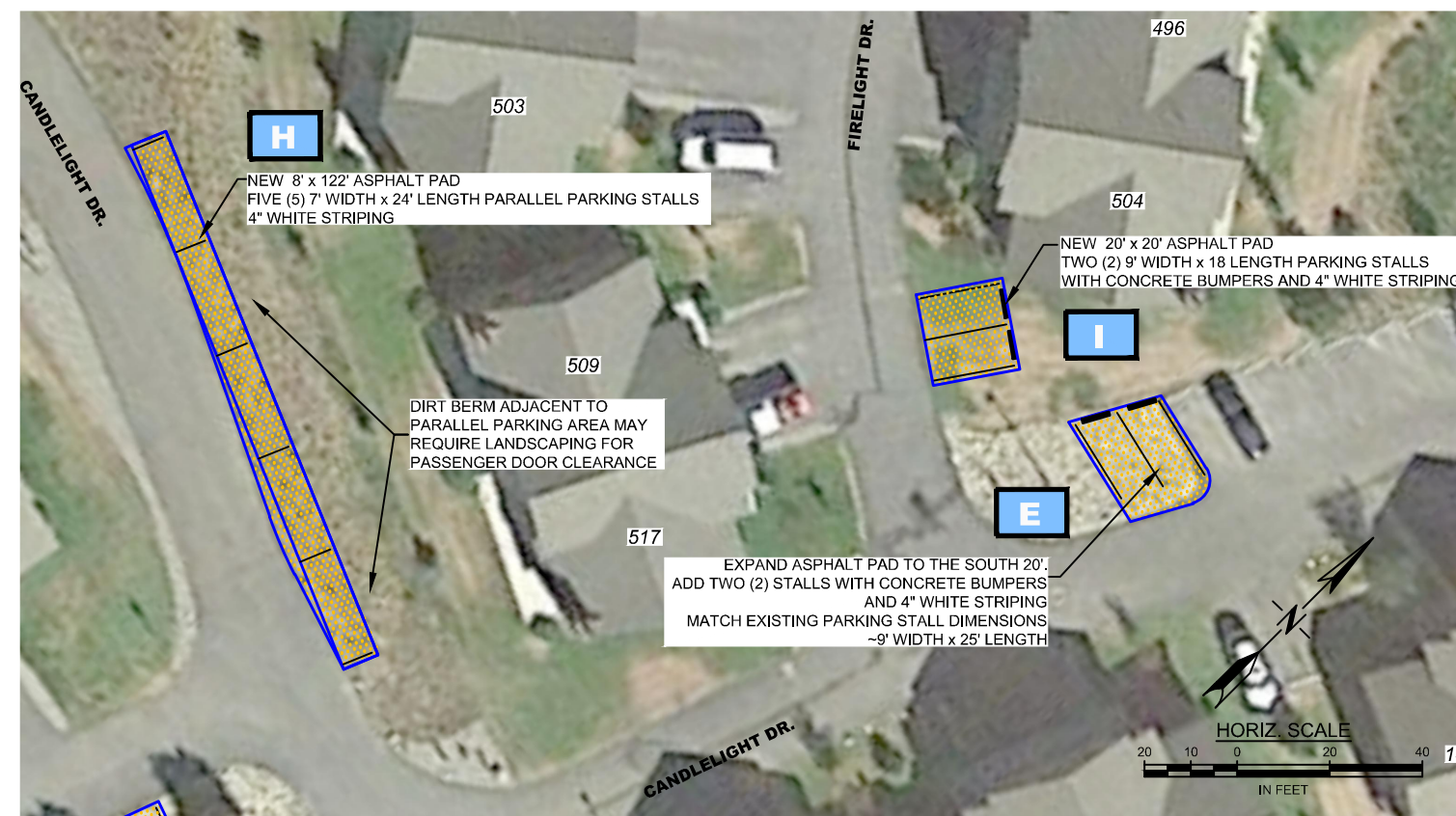
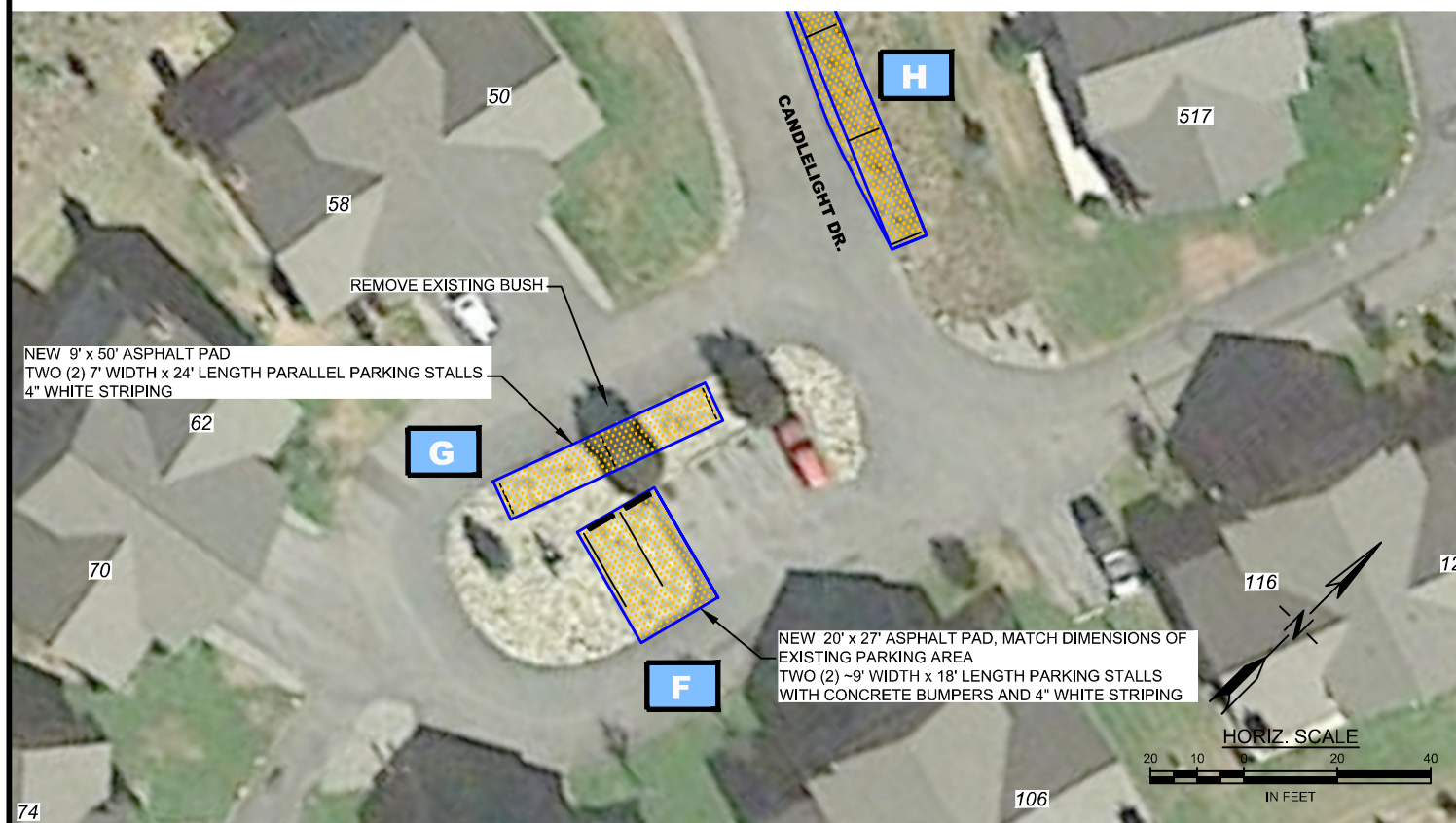
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DSGN. BY: SHM
APPR. BY: JRS
DATE: 12/07/2018
Q.C. REVIEW BY: JNR
DATE:

GALLATIN COUNTY
FIRELIGHT MEADOWS CONDOS
MONTANA
PARKING EXPANSION
DRAFT

PROJECT NUMBER
5355.002
SHEET NUMBER
1
DRAWING NUMBER
1 / 3



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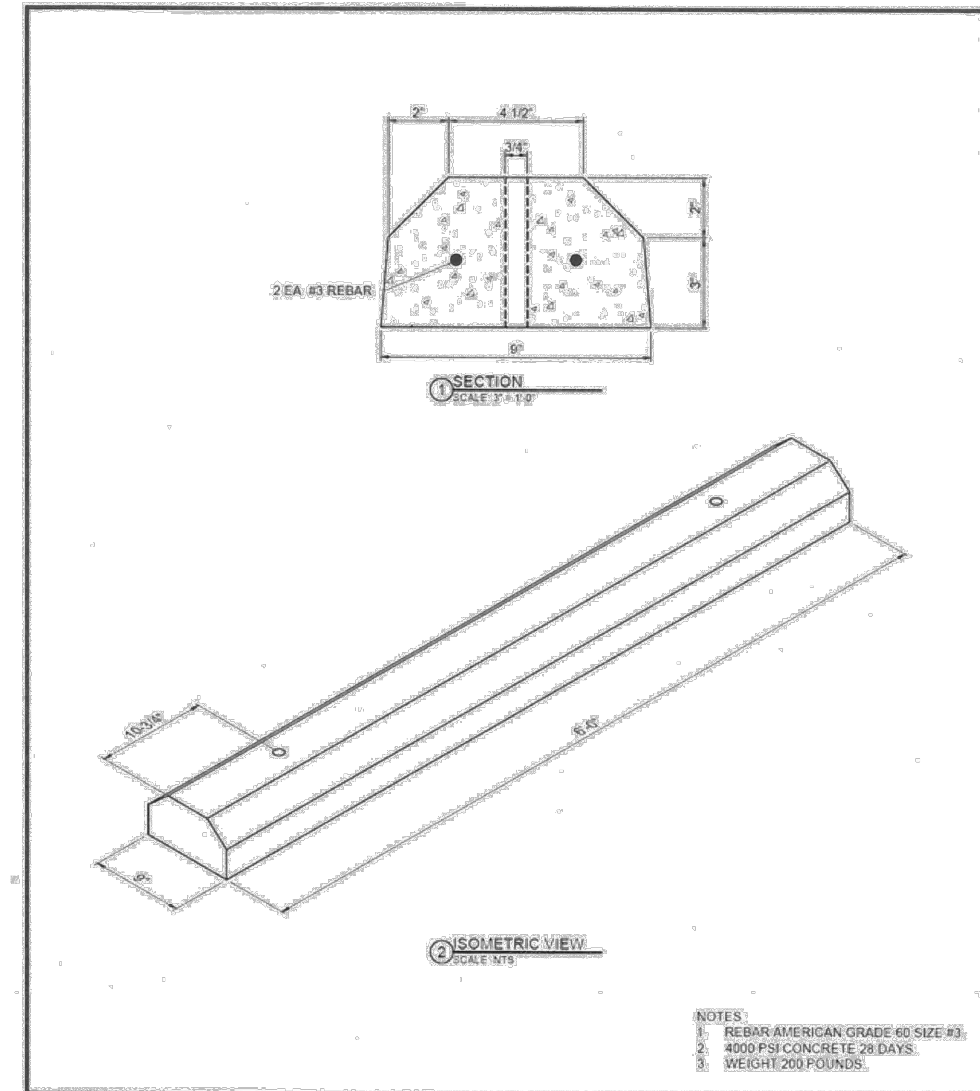
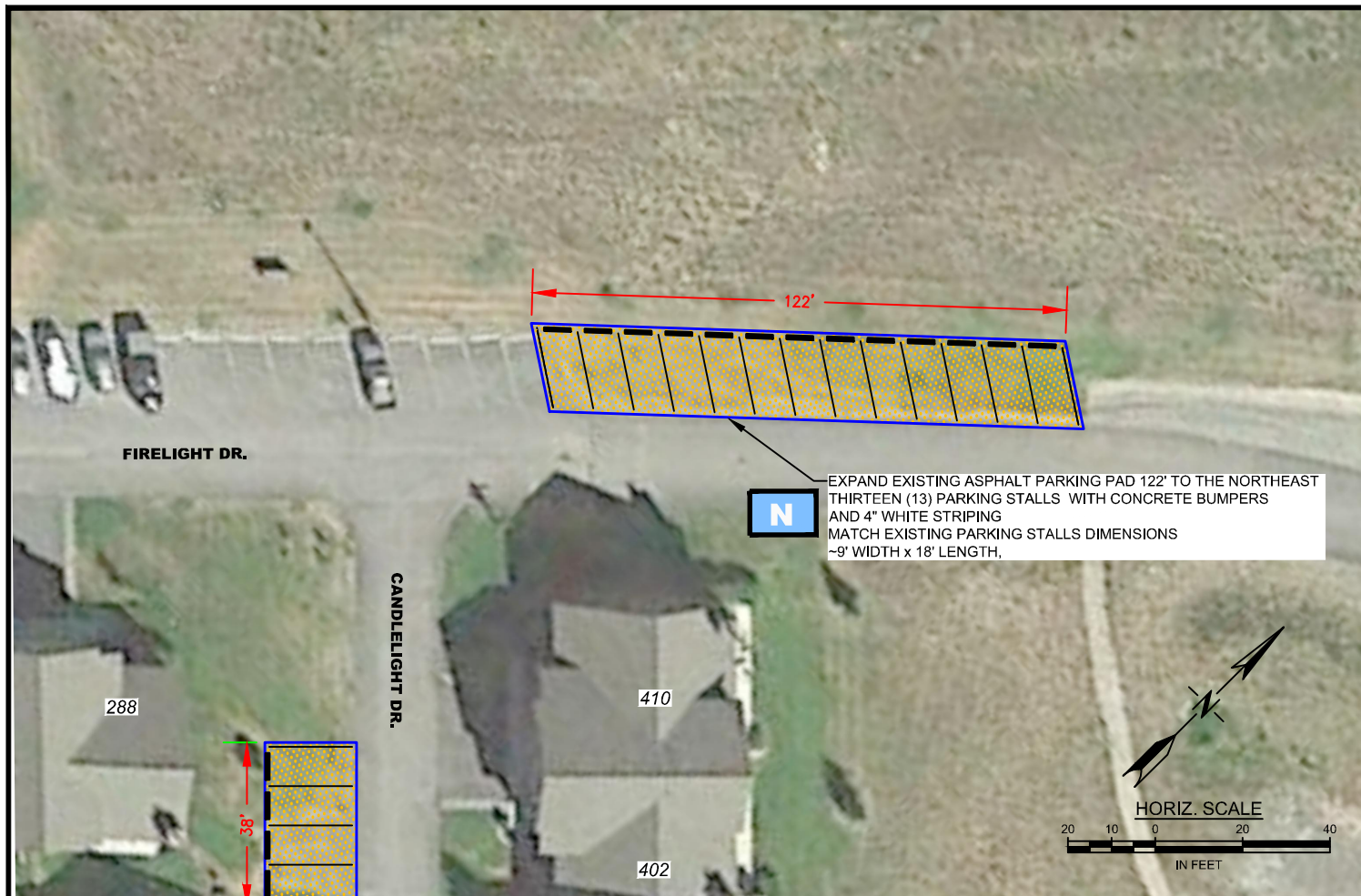
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DRAWN BY: SHM DSGN. BY: SHM APPR. BY: JRS DATE: 12/07/2018	GALLATIN COUNTY	FIRELIGHT MEADOWS CONDOS	PROJECT NUMBER 5355.002
Q.C. REVIEW BY: JNR DATE:	MONTANA	PARKING EXPANSION	SHEET NUMBER 1
		DRAFT	DRAWING NUMBER 12 / 3



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FIRELIGHT MEADOWS CONDOS
GALLATIN COUNTY MONTANA
PARKING EXPANSION **DRAFT**

PROJECT NUMBER 5355.002
SHEET NUMBER 1
DRAWING NUMBER 13 / 3