

Yellowstone Condominium Owners Association

2019 Annual Owners Meeting

JULY 26th, 2019

9:00 a.m.

Big Sky Water & Sewer District Office
561 Little Coyote Rd.

AGENDA (Revised)

1. Call to Order
 - a. Establish Quorum
 - b. Introductions
2. Guests
 - a. Laura Seyfang – Big Sky Housing Trust
 - b. Ty Moline – Agency Insurance Division
 - c. Cathy Gorman – Big Sky Sotherby's International Realty
3. Approval of 2018 Minutes
4. Old Business
5. Financial Report – Lindell & Associates, PC
6. Manager's Report – Ryan Welch, Hammond Property Management
7. Board of Directors' Report – Craig Chananie, Chairman
8. Review of Owner Correspondence and Presentation of Other Owner Issues
9. Nominations for Board of Directors
10. Ballot for Board Election (as needed)
11. New Business
12. Election results of 2019-20 Board of Directors – Lindell & Associates, PC
13. Discuss 2020 Meeting Date(s)
14. Adjournment

Yellowstone Condominium Owners Association

**2018 Annual Owners Meeting
10:00 am Saturday, July 28, 2018**

MINUTES

Call to Order

Chairman Craig Chananie called the meeting to order at 10:02 am.

Determination of Quorum

51% of the membership votes are required to conduct the meeting; 63.64% of the membership was present by proxy or in person. Quorum was established.

Introductions & Attendance

Officers in attendance were Craig Chananie (80D), Buddy Baker (79A), Peter Barber (30B), and Curly Hardyman (60A). Other Owners in attendance were Jeff Helms (20A), David Baer (44C), Gary Carlson (80C), Rob and Diane Doss (75B), Nancy Hardyman (60A), Michael Henning (74D), Charon and John Canning via phone (14B), Susan Linsey (74A), Tom Marino (75D), Carol Thoresen (28A) and Mark Wehrman (30A).

Others in attendance were Scott Hammond, Ryan Welch and Seanna Farrow of Hammond Property Management (HPM), Rich Lindell, and Sara Sipe of Lindell and Associates, Kirk Dige of ERA Real-estate, and Samantha Smith of The Agency Insurance Division.

Approval of 2017 Annual Meeting Minutes

Carlson made a motion to approve the 2017 annual meeting minutes as presented. Wehrman seconded the motion. All were in favor, none opposed. The motion was carried, and the minutes were approved.

Real Estate Update

Kirk Dige gave the group an overview of the current real-estate market in Big Sky. There are currently no units for sale in the Yellowstone Condominium. Big Sky has seen an overall increase in permanent residency.

Insurance Update

Samantha Smith of Agency Insurance answered owner questions regarding the HOA insurance policy. The policy has remained the same over the past year. There is a loss deductible of \$5000 and earthquake coverage. Samantha reminded owners they are responsible for the interior of their unit from the studs in and to check with their provider that they are covered for all instances or insurance gap-periods.

Old Business

No old business was discussed.

Financial Report

Financial were presented at the meeting by Rich Lindell. Financials continue to grow and the HOA is reaching their yearly goals. The reserve fund is very healthy. Dues continue to be regular with no need for adjustments. The operating account was increased to accommodate painting and staining project.

MANAGER'S REPORT

Ryan Welch presented the Manager's Report for HPM. Main points included:

- Met with Republic Services for an updated trash estimate – 45% discount from last year

- Tested the pool heating elements and ordered new.
- Recycled old paint from the storage closet above pool.
- Replaced failed water heater in pool building. Heater failed and flooded men's locker room; replaced lights affected by flooding.
- Put up swallow deterrent throughout campus at all roof leaks
- Met with Gallatin Water Works and Sam with Big Sky Golf Course to evaluate effluent water tie-in. This plan was executed and should pay for itself in the next two years.
- 30B – replaced front entry deck. All front entries are original. The replacement was modified slightly (railing width) to meet current insurance regulations.
- Pool/spa chemical feeders are now automated due to State requirements. The pool is now constantly monitored and averaging at about 50% less chemical usage and more balanced readings.
- Replaced pool pump
- Met with electrician about fixing broken light in the parking lot near 80A. The electric line to this light is under the pavement so the light will be moved across the walkway.

Chairman Report

Craig Chananie delivered his Chairman's report. He went over the unforeseen costs the HOA had to bare this year. Craig emphasized the importance of each owner installing a new curb stop valve at their unit (an owner expense). The current valves are dated and may not perform the way they should. Lindell and/or HPM will send a notice to the membership regarding this recommendation. Craig thanked Hammond Property Management for their work.

Nominations for Board of Directors

The following Owners were nominated for election: Craig Chananie, Peter Barber, Mark Wehrman, Curly Hardyman, and Charon Warwick-Canning.

Ballot for Board Election

After tallying the votes, it was determined that the board consists of the following members:

<u>Craig Chananie</u>	<u>59.6618%</u>
<u>Mike Henning</u>	<u>62.39148%</u>
<u>Peter Barber</u>	<u>59.6618%</u>
<u>Mark Wehrman</u>	<u>59.6618%</u>
<u>Curley Hardyman</u>	<u>59.6618%</u>

New Business

Bank signature cards to be updated to reflect current signers as Richard Lindell (of Lindell & Associates, P.C.), Craig Chananie (President), and Mark Wehrman (Treasurer). All others to be removed.

Adjournment

Chananie made a motion to adjourn the meeting at 12:20 pm. The motion was seconded and the meeting adjourned.

YELLOWSTONE CONDOMINIUM OWNERS ASSOCIATION

Statement of Assets, Liabilities & Fund Balances

As of July 31, 2019 and December 31, 2018

	July 31, 2019			12/31/2018
	<u>Operating Fund</u>	<u>Reserve Funds</u>	<u>Total Funds</u>	<u>Total Funds</u>
ASSETS				
Cash	\$ 83,006	\$ 193,041	\$ 276,047	\$ 241,681
Due (to) from other funds	(25,451)	25,451	-	-
Assessments receivable	14,972	-	14,972	25
Prepaid expenses	2,197	-	2,197	3,390
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 74,724</u>	<u>\$ 218,492</u>	<u>\$ 293,216</u>	<u>\$ 245,096</u>
LIABILITIES				
Accounts payable	\$ -	\$ -	\$ -	\$ 8,145
Prepaid Assessments		-	-	839
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,984</u>
FUND BALANCE	<u>74,724</u>	<u>218,492</u>	<u>293,216</u>	<u>236,112</u>
Total Liabilities & Fund Balance	<u>\$ 74,724</u>	<u>\$ 218,492</u>	<u>\$ 293,216</u>	<u>\$ 245,096</u>

NOTE: Reserve funds are designated to be used for future expenditures as approved by ownership majority and/or catastrophic insurance loss.

YELLOWSTONE CONDOMINIUM ASSOCIATION
Statement of Revenues, Expenses and Changes in Fund Balance
January 1, 2019 through July 31, 2019

	<u>Operating</u>	<u>Deferred Maintenance</u>	<u>Total</u>
Revenues			
Assessments	115,609	16,466	132,075
Laundry Income (net)	1,453		1,453
Penalties	25		25
Investment Interest	0	96	96
Total Revenues	<u>117,087</u>	<u>16,562</u>	<u>133,649</u>
 Operating Expenses			
Administrative:	13,602		13,602
Maintenance:	32,737		32,737
Recreation Area:	18,680		18,680
Services:	11,525		11,525
Total Operating Expenses	<u>76,544</u>		<u>76,544</u>
Reserve Expenses		0	0
Total Expenses	<u>76,544</u>	<u>0</u>	<u>76,544</u>
 Excess Revenues Over Expenses	<u>40,543</u>	<u>16,562</u>	<u>57,105</u>
 Fund Balance Beginning	34,181	201,930	236,111
 Fund Balance Ending	<u><u>74,724</u></u>	<u><u>218,492</u></u>	<u><u>293,216</u></u>

YELLOWSTONE CONDOMINIUM OWNERS ASSOCIATION
Schedule I - Budget to Actual Expense Comparison

	Current Year - as of 07/31/19				Prior Year		
	12 Month Budget	Actual YTD	(Over) Under		12 Month Budget	Actual 12 Month	(Over) Under
Operating Expenses							
Administrative:							
Accounting	6,900	3,450	3,450		6,900	6,900	0
Annual Meeting	50	0	50		50	0	50
Corporation Fee	20	20	0		20	20	0
Insurance	19,200	9,581	9,619		17,950	18,102	(152)
Legal	500	0	500		500	0	500
Office Expenses/Postage	500	551	(51)		500	428	72
	<u>27,170</u>	<u>13,602</u>	<u>13,568</u>	50%	<u>25,920</u>	<u>25,450</u>	<u>470</u>
Maintenance:							
General Maintenance	10,000	1,458	8,542		10,000	16,982	(6,982)
Building Paint/Stain	10,000	0	10,000		10,000	9,130	870
Chimney Cleaning/Repair	2,500	0	2,500		2,500	3,300	(800)
Landscape	1,000	1,000	0		1,000	890	110
Manager Contract	51,900	30,279	21,621		49,910	49,910	0
	<u>75,400</u>	<u>32,737</u>	<u>42,663</u>	43%	<u>73,410</u>	<u>80,212</u>	<u>(6,802)</u>
Pool Area:							
Health License	275	0	275		275	275	0
Pool Electricity	23,000	13,322	9,678		23,000	22,089	911
Pool Building Repair	2,000	3,813	(1,813)		2,000	3,153	(1,153)
Pool Water/Sewer	1,500	468	1,032		1,500	1,575	(75)
Pool Supplies	2,000	1,077	923		2,000	3,053	(1,053)
	<u>28,775</u>	<u>18,680</u>	<u>10,095</u>	65%	<u>28,775</u>	<u>30,145</u>	<u>(1,370)</u>
Services:							
Electricity-Outside Lights	300	152	148		600	266	334
Firewood	5,000	2,700	2,300		5,000	5,100	(100)
Garbage	6,000	3,245	2,755		6,000	5,511	489
Storage	0	0	0		0	0	0
Snowplowing	5,900	3,933	1,967		5,400	5,547	(147)
Telephone	600	335	265		525	601	(76)
Water and Irrig/Variable	5,000	1,160	3,840		7,500	4,311	3,189
	<u>22,800</u>	<u>11,525</u>	<u>11,275</u>	51%	<u>25,025</u>	<u>21,336</u>	<u>3,689</u>
Total Operating Expenses	154,145	76,544	77,601	50%	153,130	157,143	(4,013)
Reserves							
Deferred Maint. Reserve	21,955	0	21,955		22,970	0	22,970
Total Budget	176,100	76,544	99,556	43%	176,100	157,143	18,957

Yellowstone Condominium Owners Association
2019 Manager's Report

July 2018

- Moved damaged light pole near 80A
- Installed new photo eye and repaired damaged outlet
- Moved photo eye up higher on light at 74A
- Consolidated trash from July 4th
- Talked to renter at 16D about parking on lawn
- Met with BSWs to turn off curb stop for repair at 20A
- 80A – water coming out front door. Isolated water at curb stop and contacted owner
- Installed new pool pump motor
- Replaced dead shrubs at entry sign
- Met painter to go over scope of work

Aug 2018

- Touch up paint on South/West aspects begun, trim and fascia
- Replaced defective pool pump under warranty
- Fixed damaged 4x4 post in parking lot
- Put board on 30C to front deck to patch rotten area
- Paint and caulking continues

Sept 2018

- Finished trim and fascia painting and caulking throughout campus
- Spoke with new owner at 75A regarding picking up after his pet and keeping patio area clean and tidy
- Winterized the irrigation system
- Put flower barrel planters away for the season
- Pruned flower beds back

Oct 2018

- Posted illegally parked horse trailer in parking lot
- Towed horse trailer to Canyon Auto
- Window in 63A broken by a golf ball. Called Western Glass to replace
- Removed Plexiglas from windows for winter season
- Put up "Don't Block Walkway" sign
- Put up plow delineators

Nov 2018

- Took laundry coins to First security for deposit
- Drained and cleaned hot tub
- Replaced front entry deck and steps at 30C
- Talked to renter in 75A about damaging entry street sign and his responsibility to repair
- Renter repaired entry sign pole
- Ordered fire wood

December 2018

- Worked with BSWs to make sure that units adding ball valves also added back flow preventers to be up to code
- Put delineators up the 4x4 parking post
- Western Glass replaced broken golf ball window at 63A
- Added extra trash pick-up for the holidays

- Installed new front stairwell at 30C
- Posted cars to move for proper snow removal
- Cleared and consolidated trash
- Replaced women's shower cartridge in pool bathroom

January 2019

- Shoveled out hydrants and entry shed roofs around campus
- Consolidated trash in dumpster areas
- Replaced failed cartridge in women's shower
- Ordered new pool sand filter
- Replaced ballast in fluorescent light fixture above hot tub
- Replaced pool sand filter
- Changed bad electrical conductor in spa heater
- Replaced burnt 6ft fluorescent bulbs in pool room
- Consolidated trash
- Chipped ice
- Fixed men's stopper on pool bathroom sink

February 2019

- Replaced pool heater contactor
- Replaced old vent in spa area
- Electrician worked on spa heater where thermal fuses had failed
- Shoveled entry roofs around campus
- A ground fault issue with a bad element caused the spa heater to be down
- Replaced element

March 2019

- Shoveled and chipped ice
- Pulled pack around campus
- Shoveled and chipped ice for dumpster areas
- Installed new contactor after spa heater found to be overheating
- Spa heater still overheating, installed new thermostat, still overheating, shut down spa
- Temporary repairs to spa heater, ordered new elements and proper temperature rated wire

April 2019

- Unclogged women's' shower drain in clubhouse
- Swept gravel from parking lots
- Picked up plowing delineators
- Replaced spa elements with properly rated appliance wire
- Installed plexiglass to prevent golf ball damage

May 2019

- Turned water on for irrigation
- Replaced broken plexiglass at 80B from golf ball
- Picked up trash in parking lots
- Performed spring cleanup
- Cleaned and prepped beds
- Put out flower barrels
- Met with painting contractor about paint estimates

June 2019

- Turned irrigation system on
- Performed weed and feed
- Met E's trees about dropping dead lodgepole at entry
- Fixed entry rock damaged by car collision
- Adjusted irrigation clocks