

<b>Date:</b> Tuesday October 22, 2019	<b>Time:</b> 6:00 p.m. MDST	<b>Location:</b> Hammond Property Management 50 Meadow Village Drive Big Sky, MT 59716
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Agenda		Presenter	Action
<b>6:00</b>	<b>Call to Order</b>	Matt Walker	-
	<ul style="list-style-type: none"> <li><b>Member Forum (new items for next agenda)</b></li> </ul>		-
	<ul style="list-style-type: none"> <li>Minutes of August Board Meeting</li> </ul>	All	Approve
	<ul style="list-style-type: none"> <li>Schedule next BOD Meeting</li> </ul>		-
<b>Financials</b>			
<b>6:10</b>	<ul style="list-style-type: none"> <li>Financial Report</li> </ul>	Curt Wilson	Review
<b>Reports</b>			
<b>6:35</b>	<ul style="list-style-type: none"> <li>Property Management Report</li> </ul>	HPM – Josh	Discuss
	<ul style="list-style-type: none"> <li>Rule Enforcement Report</li> </ul>	HPM – Derek	Discuss
	<ul style="list-style-type: none"> <li>Communication from Owners</li> </ul>	HPM – Seanna/Katie	Discuss
	<ul style="list-style-type: none"> <li>Landscaping Report</li> </ul>	Laura Gregory	Discuss
<b>New Business</b>			
<b>7:10</b>	<ul style="list-style-type: none"> <li>Dryer vent cleaning – suggested repair work</li> </ul>	All	Discuss
	<ul style="list-style-type: none"> <li>3Rivers Fiber optic installation summer 2020</li> </ul>		
	<ul style="list-style-type: none"> <li>Condo deck staining plan</li> </ul>	All	Discuss
	<ul style="list-style-type: none"> <li>Points of discussion <ul style="list-style-type: none"> <li>Painting</li> <li>Trash/ Skyline bus stops</li> <li>Gutters</li> <li>Line of sight/entrances</li> <li>Campus signs</li> <li>Additional parking – location, cost</li> </ul> </li> </ul>	Karla	
	<ul style="list-style-type: none"> <li>New board member election</li> </ul>	Matt	Discuss
<b>Old Business</b>			
<b>7:35</b>	<ul style="list-style-type: none"> <li>Insurance Update</li> </ul>	Karla	Discuss
	<ul style="list-style-type: none"> <li>Pellet Stove Cleaning – Choose contractor</li> </ul>	All	Discuss
	<ul style="list-style-type: none"> <li>Management Contracts</li> </ul>	All	Discuss
	<ul style="list-style-type: none"> <li>Reserve Study Proposal Update</li> </ul>	Alanah Griffith	Discuss
	<ul style="list-style-type: none"> <li>Annual Meeting Follow-up</li> </ul>	Laura Gregory	Discuss
<b>8:30</b>	<b>Adjourn</b>		-

**Call-in number: 712-770-3925**

**Access code: 832020**

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

Firelight Meadows  
August 19<sup>th</sup>, 2019

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## Call to Order

Matt Walker called the meeting to order at 6:02 PM, MST.

## Roll Call

Board Members present included Matt Walker (D05), Steve Cherne (308), AJ Christianson (A16, C07), Karla Yeager (B09), Curt Wilson (B02), Laura Gregory (D09) via phone, and Jeff Alger (C-04, 367). Owners present included Chris Moon (495), Travis Wangsgard (354), Bruce Das (103), Patricia Krause (D12), Jim & Pat Lathrop, their son Jim Lathrop (C15) and Steve Miller (A19) via phone. Also present were Scott Hammond, Mike Palmer, Katie Coleman, Seanna Farrow, and Josh Hickey of Hammond Property Management.

## Member Forum

There was no comment from the owners present.

## Approval of Minutes

Steve motioned to approve the June meeting minutes as written. Jeff seconded the motion and all were in favor. The minutes were approved as presented.

## Next Meeting

The next meeting is the annual meeting, scheduled for Tuesday, September 24<sup>th</sup> at 6:00 pm at Buck's T-4.

## REPORTS

### Financial Report

Curt shared the financial report. There is one unit close to 4 quarters behind. There is currently \$10k in prepaid assessments. The HOA was \$14k over budget this year due to snow removal costs, but \$10k under budget in maintenance and repair.

Curt presented his revised resolution for invoice processing and the group discussed.

### Property Management Report

Scott first shared that he recently met with Mindy Cummings. She continues to work with Alanah Griffith on the covenants re-write. Per Scott's recommendation, Mindy has been working on drafting building diagrams that define utility lines. These documents would support what belongs to who if something should fail or need replacement.

A property management report was included in the meeting packet. Josh noted the on-going trash violations, most of which are a direct result of short-term renters who are unaware of regulations and proper compactor use. HPM issues violation notices and fines when possible; however some violators are unable to be identified without a vehicle pass.

Dryer vent cleaning and inspections were recently completed at each condo building. Chalet inspections will begin the first week of September. The board recommends that a notice be included in the next newsletter asking owners to check that their dryers are hooked up properly.

Curt asked if HPM could check the condo stairways weekly to be sure the cleaning is adequate.

### Estimates

- Solar flag-pole light installation (approved)
- Condo common area air-freshener installation (approved)
- Fencing – Josh presented a bid from Bridger Fencing outlining two options for fencing around a potential dog park area. He will be confirming the price and details of the estimate before the board reaches a decision. The board would also like to get owner feedback in the form of a survey regarding the dog park.
- Landscaping around Condo/Chalet entrances – Josh presented one bid estimating about \$20k for chalet entrance landscaping, and \$18k for condo entrance landscaping. The board asked Josh to obtain 2-3 more bids if possible

before reaching a decision. Curt recommended securing an expiration date of 12/31 on the bid to ensure the price remains the same if the work cannot be completed in 2019.

- Apex – Josh presented a bid from Apex for widening the paved entryways to the condos and chalets; \$15k for condo entrances, \$4k for chalet entrances, roughly \$20k total. The board agreed this takes precedence over the entrance area landscaping, and the project is also do-able without raising dues or special assessing (approved)
- Concrete condo entrances – Josh presented a bid for leveling all front concrete condo entrances. The settling has created a tripping hazard and is now considered a liability concern that the board will discuss further during a campus walkthrough.

### **Rule Enforcement Report**

HPM presented the rule enforcement report from June-current. There were no questions from the group.

### **Communication from Owners**

Patricia Krause shared a letter with the board inquiring about the installation of dog-waste stations and bear proof trash cans on campus. Both inquires will be considered and discussed alongside the dog-park discussion. Other owner communication was included in the packet and discussed by the group.

### **Landscaping Report**

Bed maintenance of the condo entrances and whether it was a good investment for the campus was previously discussed during the property management report. All agreed that it is a good investment along with updated entrance signs; however widening the campus entryways takes precedence over the curb-appeal of the campus at this time.

### **NEW BUSINESS**

#### **Annual Meeting Discussion/Prep**

The group discussed annual agenda items and reports needed prior to the annual meeting. All voting material must be provided to the Hammond office no later than August 28<sup>th</sup>.

### **OLD BUSINESS**

#### **Parking Update**

Jeff Alger announced his resignation from the Firelight board of directors. He delivered an update on the parking project he has been working on throughout his board term. The board will take over parking related discussions from this point forward.

#### **Chimney/Pellet Stove Cleaning**

- Pellet Stove Cleaning Estimate – Seanna shared estimates from 2 contractors that are willing to service the 5 pellet stoves on campus. The board did not make a final decision at this time on who they will contract to service the pellet stoves.
- Second Chimney Cleaning – Moving forward, the campus chimneys will be serviced once a year, a cost budgeted for by the association.

#### **Charcoal BBQ – Common area for grilling**

The group discussed the idea of building an area and installing permanent grills for membership use. Requires further discussion.

#### **Management Contracts**

The board plans to renegotiate the management contract with Hammond and incorporate the trash management contract. The board scheduled an executive meeting for Tuesday to further discuss.

#### **Adjourn**

Matt motioned to adjourn the meeting at 8:16 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



## Firelight Managers Notes

- Chalets
  - o Fixed heat tape throughout chalets
  - o Removed boulders from chalet entrance per BOD's request
  - o Moved fire lane sign that was in front of 278 Candlelight per homeowners request
  - o Replaced damaged downspout extension at 398 Firelight
  - o Facilitated plumbing repair in crawlspace of
  
- Condos
  - o Shut down hose bibs to prevent freezing
  - o Began putting out delineators
  - o Replaced broken window at C building
  - o Reattached soffit in multiple locations
  - o Replaced damaged door knob at D17 per homeowners request. Charged to homeowner
  
- Compactor
  - o Continued to monitor and fine owners for disposing of garbage improperly
  - o Turned on compactor heat
  
- Landscaping
  - o Replaced potentillas around campus
  - o Began tree replacement around campus. Will continue as weather permits
  - o Trimmed trees and bushes around campus
  - o Hung solar light on flag poles
  - o Facilitated shut down and blow out of irrigation system

<b>Make of Vehicle</b>	<b>License Plate</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Comments</b>
Trailer		10/16/19	830	Overflow Parking	trailer
Dodge	idaho	10/04/19	745	Overflow Parking	NO PERMIT/Trailer
Subaru	6247858	09/30/19	745	Starlight 138	NO PERMIT/3 wide
Subaru	ckw323	09/25/19	1130	Starlight 138	3-cars-wide
Ford	Oregon	09/21/19	930	Starlight	NO PERMIT
Subaru	ckw323	09/21/19	930	Starlight 138	3-cars-wide
Bus	Alaska brnbus	09/18/19	4	lawn by condos	No Parking Area/ bus/ no pas:
Subaru	cl5120	09/17/19	630	Starlight	3-cars-wide

**Firelight Owner Communication**  
**10.22.2019**

Hi Seanna,

Are you the appropriate person to notify/ ask the following?

\* Are there any plans to touch up exterior paint--especially around the doors?

\* There is an issue with the downspout on the backside of our unit that has affected the paint. Is this something that the HOA will be able to address?

Much appreciated!

Vance

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Hey Katie!

Just wanted to let you know the trash compactor was filled to the top tonight. The door wouldn't even close enough to push in the safety switch to run the cycle.

I took some trash out, and ran the cycle but it was so full of construction debris that it wouldn't fall down in front of the ram. I beat it down and ran a few more cycles, so it's working kind of now. This happens to our one at work all the time, so not a big deal - I'm a trash man pro!

I'll be the one on camera in the black sweatshirt taking trash out of the compactor and lurking around the shop building - I was just looking for a broom handle or something to push the trash in, wasn't stealing anything! Not sure if you guys actually go back and look at the cameras - I just know the sign says no construction debris, and it was filled with carpet, pad, track lighting, and the main thing plugging it up was Styrofoam.

Thanks Katie!

Jolly

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Hi Seanna,

Please see attached. Also, would it be possible to have the question about **solar panels** brought up during the meeting again?

Thanks,

Dan, 173

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Hi Seanna,

Please include this email in today's Firelight board meeting and if possible to individuals meeting prior to the meeting to discuss **Westfork Water/Sewer**.

I am writing to the board today just prior to the meeting to bring a major issue to the board's attention. The board's highest priority is to maintain property values but with the ongoing water sewer problems (discussed over the last 10+ years and referenced in pages 12-13 of the annual board meeting packet), property values at firelight are going to continue to be compromised in a major way. I recently placed my condo, building C unit 1 up for sale and despite it being off season, an individual was interested in purchasing it along with the 3 other potential firelights up for sale presently. We went through negotiations and almost settled on an amount to close the deal on, approximately 20k over the last firelight condo sale (that would have increased the comps on firelight condos) and the interested party suddenly changed his mind and backed out on firelight altogether. The reason for backing-out was due to water/sewer issues and rumors in the community that Firelights present waste water is problematic. Although I wasn't apprised of the particulars on this individual's concerns, I personally have heard people discuss concerns over the safety of drinkable water, the potential for wastewater contamination in the rivers, and possibility for major special assessments to come if we get these issues resolved. My take is that the issues get resolved asap and the association works toward creative ways to pay for these resolutions so that property values won't continue to be compromised.

Thank you for your concern and attention to this matter.

Michele and Sam Geppert - 1C

Firelight Meadows Condominiums, Inc Board Meeting

October 22, 2019

In Reference to the letter I sent for the Annual Owners Meeting on September 24, 2019, I want to thank the Board for answering my concerns however I was disappointed it was not included in the packet for the homeowners. I felt some of my concerns could have been addressed at that meeting even though I was not able to be present.

I have been here this summer since July 1<sup>st</sup> and as a home owner have some real concerns about Hammond Management. Our investment as home owners should be a priority of the management firm hired. I am enclosing pictures of the carpet in the stairwell where my condo Building D is located. A couple of weeks ago one of the the persons in the building spilled garbage drippings on the stairwell and all the way down the stairs. It took several days before those who clean even came and of course all they did was vacuum. That does not get that type of mess-up. This is where foul odors come from. And with out properly cleaning the carpet it not only gives a disgusting appearance it also ruins the carpet. In addition to this there are chunks of dirt leading up the stairs and to a condo. That dirt too grinds in the carpet. Management should check after the employees they are hiring and ensure the carpets are properly cleaned. This is one stairwell in one condo I wonder how many more are in this or worse condition. Incidentally I have observed the person supposedly cleaning the carpet with a handheld vacuum in one hand and in the other a cell phone texting away.

The pathway around the condos is littered with dog poop. Ever since the weather has gotten cold it is even worse. I hate to bring my dogs on it. People are letting their dogs out unaccompanied because they do not want to walk them. I have seen a big brown dog with a pink collar out at midnight. I had mine on leash and it really scared me to have it come running towards us. There is a black and white dog which comes from the chalet area in the morning s running after us and the other morning a young German Shepherd was running after us. There was someone with a cream colored lab and a black lab not on leash and when I said something to the owner I was told that my dogs on leash would hurt his before his would hurt mine. I also know there are renters who have dogs. We make rules and management should be enforcing them. Where is management? I have seen dogs running loose and a Hammond truck driving by but not in the least concerned.

We want to keep our campus clean and I suggested bear proof containers and containers to place the dog waste in but was told it would condone bad trash behavior. If you do not have someone to empty the trash bins then that can be a problem. What are we paying Hammond for? They certainly are not ensuring even the dumpster area is free from debris and odor.

When I first came here we had to register our pets which ensured they were properly vaccinated and the picture provided ensured the pet could be recognized as a homeowners pet. I guess this became too much to ask . Now we just have animals running around campus from who knows where.

In my letter I wrote in September I asked why we no longer have our outside trees strung with lights during the Christmas Season as had been done in the past.

As a homeowner who pays condo fees and enjoys living here in Big Sky I wonder why Firelight Condominium Association and the Management Firm we are paying to manage our property can't demonstrate more care and concern about our investment.

*Patricia A. Krause*  
Bldg D  
Condo D-12



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

DATE: 9/23/2019  
 CUSTOMER ID: FLM  
 EXPIRATION DATE: 12/31/2019

FIRELIGHT MEADOWS HOA  
 OUSEL FALLS ROAD  
 BIG SKY, MT. 59716

DESCRIPTION OF WORK		PAYMENT TERMS
CONDO ENTRANCE REGRADING		SEE NOTE BELOW
QTY	DESCRIPTION	LINE TOTAL
35.00	SCREENED TOPSOIL	\$1,629.25
15.00	SEED - DRYLAND LAWN MIX	\$109.73
5000.00	EROSION FABRIC	\$798.00
200.00	FABRIC PINS	\$12.25
<b>TOTAL OTHER MATERIALS</b>		<b>\$2,549.23</b>
10.00	LABOR	\$450.00
25.00	FOREMAN LABOR	\$1,375.00
2.00	SKIDSTEER	\$650.00
1.00	MINI-EXCAVATOR (35)	\$325.00
2.00	305 EXCAVATOR	\$186.20
<b>TOTAL LABOR/RENTAL</b>		<b>\$2,986.20</b>
<b>SUBTOTAL:</b>		<b>\$5,535.43</b>
<b>PAYMENTS TO DATE:</b>		
<b>GRAND TOTAL:</b>		<b>\$5,535.43</b>

PAYMENT TERMS/ NOTES:

**50%(\$2,767.71) DUE UPON AGREEMENT**  
**50%(\$2,767.72) DUE UPON COMPLETION**

ANY IRRIGATION REPAIRS DUE TO EXCAVATION WILL BE TIME AND MATERIALS AT \$55 PER HOUR  
 ESTIMATE PREPARED BY: CLAY COOK AND WILL HENSLEE

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

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





## Firelight Dryer Vents – Suggested Repairs

### **Summary**

Dryer vent cleaning at Firelight Meadows Condos revealed some issues that should be addressed. They will be listed and described with reference to images.

- 1) Dryer clean. Some dryers have a large amount of lint below the lint trap (Figure 1) and behind the unit (Figure 2). This is due to a broken or unsealed flexible vent connector. The excess lint is a fire hazard to the unit and building and the lint blown into the surrounding air is a health hazard to those in proximity. It is suggested that dryers be pulled back and cleaned from the front (below lint trap) and from behind by vacuum and brush. Additionally, lint collected behind the dryer and blown into the room should be vacuumed. Lint collected inside the flexible vent connector should be brushed and vacuumed and secured at both ends if still usable. Otherwise, it should be replaced. (A remediated dryer is shown in Figure 3).
- 2) Vent Pipe Joints. Existing connections are fastened with plastic duct tape which is deteriorating leading to loose joints and even disconnections. Where necessary, these should be redone with UL-181 metal tape.
- 3) End Fittings. Most of the end fittings for the D Building are of poor quality (Figure 4 – 8) and should be redone. Proper round pipe should be installed and sealed at rims to block water entry. Cap should be secured in place with screws and not caulk.

## Firelight Dryer Vents – Suggested Repairs

Table 1: Images



Figure 1



Figure 2

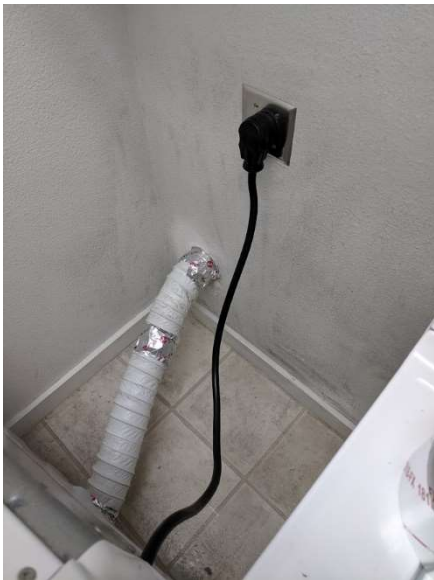


Figure 3



Figure 4

## Firelight Dryer Vents – Suggested Repairs



Figure 5



Figure 6



Figure 7



Figure 8