

Date: Wednesday November 20, 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	Matt Walker	-
	<ul style="list-style-type: none"> Member Forum (new items for next agenda) 		-
	<ul style="list-style-type: none"> Minutes of October Board Meeting 	All	Approve
	<ul style="list-style-type: none"> Schedule next BOD Meeting 		-
Financials			
6:10	<ul style="list-style-type: none"> Third quarter financial report Bill payment process 	Curt Wilson	Review
New Business			
6:20	<ul style="list-style-type: none"> 3-Rivers fiber optics installation Northwestern Energy power outage update Solar panels 	Dan Kimmet Jeff Harmon All	Discuss Discuss Discuss
Reports			
6:40	<ul style="list-style-type: none"> Property Management Report Rule Enforcement Report Communication from Owners 	HPM – Josh HPM – Derek HPM – Seanna/Katie	Discuss Discuss Discuss
Old Business			
7:35	<ul style="list-style-type: none"> Approve dryer vent repair work by Yellowstone Chimney AB Building Purchase Insurance review 	All All Karla	Approve Discuss Discuss
8:30	Adjourn		-

Call-in number: 712-770-3925

Access code: 832020

Firelight Meadows Board Meeting

October 22, 2019

Meeting Minutes

Call to order

Matt Walker called the meeting to order at 6:00 pm.

Attendance

Board members in attendance included Matt Walker, AJ Christianson, Curt Wilson, Laura Gregory, Karla Yeager and Steve Cherne via phone. Owners in attendance included Rosalie Roeder, Pat Krause, Carol Powell (via phone), and Michele Geppert. Others in attendance included the association's attorney Alanah Griffith, and Hammond representatives Mike Palmer, Josh Hickey, Seanna Farrow, Derek Weinrich and Katie Coleman.

Member forum

Items to be added to the November meeting agenda include: Reserve study proposal (update), Quarter 3 financial reports, and Bill payment process (update).

Minutes of the August Board Meeting

Karla motioned to approve the August board meeting minutes as presented; Laura seconded. All were in favor; none were opposed and the motioned carried.

Next Board Meeting

The next board meeting was scheduled for Wednesday, November 20th at 6:00 pm.

Water and Sewer Discussion

The board met with Ron Edwards, his partner Scott, and West Fork Utilities representative Matt Huggins and discussed the process of annexing the system into Big Sky Water & Sewer. All board members found this to be a favorable idea and support the process. A letter to Big Sky Water & Sewer is being drafted to formally begin the annexing process after a proper study is performed. This study of measuring the water flow and migration can take up to or more than a year to complete, and must be completed to move forward.

The board also discussed with them the CB lot that is for sale by West Fork Utilities.

Financial report

Curt noted that in order for owners to take advantage of the Recreational Vehicle (RV) parking spots provided on-site, owners must be in good-standing with regard to payment of their association dues. Curt will provide HPM with a list of owners two quarters delinquent and asked Katie and Seanna to reach out about receding RV parking privileges. RV's that are asked to be removed and fail to do so will be subject to towing at the owner's expense. Currently, one unit is 5 quarters behind and several others are 3 quarters behind.

Property Management Report

Heat tape

The board previously agreed to leave the heat tape turned off on the condo buildings, and turn on the heat tape at the chalet units that have it. HPM will email notice of this decision and an explanation to the condo

buildings for why it will be left off. Chalet owners will be notified that their heat tape has been turned on, and if they choose to turn it off that is their choice and their liability.

Wi-Fi

3-Rivers recently discontinued Wi-Fi service to all of Big Sky which affected the Firelight admin building. Jason with 3-Rivers proactively reconnected the building's internet service to Firelight's existing account (through the condo building phone lines). The board agreed this was the right thing to do and asked that HPM communicate to 3-Rivers the need for a secure password protected internet service. Katie and Seanna are authorized on the account and will see to this. With the discontinuation of Wi-Fi services, 3-Rivers will be collecting their equipment around campus, weather depending.

Satellite/Dish Network Service

Matt recently inquired with Steven at Earth Wireless about doing an overhaul of Firelight's dish/satellite wiring. Steven's assistant should be calling Matt back with a cost estimate.

Propane Service

Firelight has been under contract with Madison River Propane since April 2013, and the contract has continued on a month-to-month basis since. Karla suggested the board consider working with Montana Energy Alliance (MEA) for a better rate. MEA quotes rates on a gallon basis at their consortium group rate. Regular rate \$1.57/gallon; and consortium rate is \$1.29/gallon. The board suggested HPM proactively obtain usage averages from owners before August 2020 to get an idea of propane usage for MEA to quote.

Compactor

The compactor area was cleaned up today by HPM. Matt asked that this be taken care of regularly.

Rule Enforcement Report

The rule enforcement report was included in the packet and Derek was present to answer any questions. Derek clarified that a unit with multiple violations (and no indication that anything was towed) was due to new renters, and different vehicles associated with the same unit.

Communication from Owners

Solar Panels

An owner inquired with the board about the possibility of having solar panels on the Firelight campus. The board believes this is something worth considering and asked the owner to provide more information to the board before they reach a decision.

Letter from Pat Krause

Pat expressed concerns, specifically condo carpet area cleaning and loose dogs/dog waste around campus. Regarding condo carpet cleaning, HPM encouraged Pat to reach out to them when she notices something that needs the attention of the cleaners. They are happy to reach out to Big Sky Cleaning and arrange for it to be taken care of as it occurs, or at least as quickly as possible. Where dog waste and loose pets are concerned, HPM does their best to notify residents that can be associated with a pet/pet waste, but these incidents are often hard to associate with a particular unit due to short term rentals and dogs from neighboring areas.

Landscaping Report

The entranceway grading did not happen this year as hoped; however, the board agreed on the quote of \$5535.43 for the grading (separate from paving) and having this scheduled for spring. The project may involve some further research and possibly more costs. Laura will follow up with an email to the board. Tree planting is on-going, and potentillas planting has been finished.

NEW BUSINESS

Dryer vent cleaning - suggested repair work

HPM will communicate with Firelight owners about preventative maintenance and upkeep of dryer vents. The board asked HPM to get an estimate for the necessary repair work that was noted by the contractor for approval.

3-Rivers Fiber Optic Installation

3-Rivers Communications provided HPM with a map of their proposed fiber optics installation plan for summer 2020. Seanna will invite a representative from 3-Rivers to the next board meeting to answer questions from the board and provide additional details.

Painting/Staining Discussion

The last painting and staining rotation was completed in 2016, and prior to this no rotation had been established. The board talked about budgeting for the next rotation in 2021, and being mindful of the prep work involved prior to the work being done - i.e. expectations, estimates, inspection process, etc. HPM will identify a list of the units that need the most attention.

Updates:

- **Painting** - Karla noted bubbling and peeling paint around downspouts at several units. The painting application, rather than the hardy board and material used, is the cause of the peeling and bubbling. She suggested the group consider paint removal of the hardy board and paint reapplication. Matt commented that this is something being addressed in the reserve study. HPM will begin prioritizing units and obtaining bids for the work.
- **Trash/Skyline Bus stops** - Karla removed all trash cans that were bolted to the Skyline bus stops.
- **Gutters** - Karla has explored the possibility of connecting gutters at the ends of each condo building over the propane tanks. She will provide more information at the next meeting.
- **Campus signage** - Karla provided the group with some signage she documented around Big Sky. She shared an estimate from Signs & Design for new signage at the Condo and Chalet entrances. Matt asked that she move forward with this process.
- **Additional parking** - After further review of the quote provided by Williams, Karla has asked them to make some changes - i.e. to include asphalt in the quote. Karla has requested three bids from the gentlemen, James, hired to research the new parking project. The board will communicate the new parking spaces to owners once they have determined what can be afforded next summer.

New Board Member Election

Carol Powell, owner of chalet 74 Candlelight, expressed interest in accepting the open Firelight board position. Everyone was happy to welcome Carol to the board for the vacant position. Seanna will email her information regarding the new role.

OLD BUSINESS

Insurance Update

Karla recently reached out to three agents. To properly shop out insurance they require a 3-year loss history. She will continue looking into the topic.

Pellet Stove Cleaning

The board agreed to hire Yellowstone Chimney for the annual pellet stove cleaning. *Look back at minutes to determine how cost is handled.*

Management Contracts

A draft of the management contract (management, trash and rule enforcement all inclusive) is ready to share with the board for their review and input.

Adjourn

Matt motioned to adjourn the meeting at 8:15 pm.



Firelight Managers Notes

- Chalets
 - Fixed heat tape throughout chalets
 - Turned on crawl space heat
 - Plugged in heat tape
 - Finished delineating roadways
 - Facilitated pre contract snow removal
 - Reattach downspouts at 398 and 361 firelight

- Condos
 - Facilitated repair of back graded hose bib at B building
 - Had spots in carpet at D building cleaned

- Compactor
 - Continued to monitor and fine owners for disposing of garbage improperly
 - Facilitated biannual maintenance
 - Removed door knob from second compactor door

- Landscaping
 - Adjusted flag pole light

Rule Violations						
Unit	Date	Violation	Action Taken	Warning Issued?	Fine Issued?	Notes
148 Candlelight Drive	11/15/2019 12:05	Charcoal Grill	\$300 Fine	TRUE	TRUE	Charcoal grill
148 Candlelight Drive	11/15/2019 12:05	Deck Storage	First Warning	TRUE		Deck storage
387 Candlelight Drive	11/15/2019 12:03	Charcoal Grill	\$100 Fine	TRUE	TRUE	Deck storage - second violation
296 Firelight Drive	11/15/2019 12:01	Deck Storage	First Warning	TRUE		
330 Firelight Drive	11/15/2019 12:00	Deck Storage	First Warning	TRUE		
115 Starlight Drive	11/15/2019 12:00	Deck Storage	First Warning	TRUE		
368 Candlelight Drive	11/15/2019 11:59	Window Coverings	First Warning	TRUE		
156 Candlelight Drive	11/15/2019 11:10	Deck Storage	First Warning	TRUE		Vehicle without license plates
394 Candlelight Drive	11/15/2019 11:09	Deck Storage	\$100 Fine	TRUE	TRUE	Vehicle without license plates, items in yard
138 Starlight Drive	11/4/2019 7:26	Deck Storage		TRUE		
353 Firelight Drive	10/28/2019 11:16	Charcoal Grill		TRUE		
353 Firelight Drive	10/28/2019 10:35	Hot-tub	\$100 Fine	TRUE		Courtesy notice sent Jul 22, 2019.
138 Starlight Drive	10/28/2019 9:05	Deck Storage		TRUE		Firewood storage

Parking Violations						
Make	Plate	Date	Time	Location	Towing deadline	Comments
Chevy		11/17/2019	830pm	Candlelight 156		no license plate
Dodge		11/14/2019	930	Overflow Parking		NO PERMIT
Toyota		11/14/2019	930	Candlelight		NO PERMIT
Chevy		11/14/2019	930	Candlelight		NO PERMIT
Chevy		11/14/2019	930	Candlelight		NO PERMIT
land cruiser		11/14/2019	930	Candlelight		3-cars-wide
Ford		11/17/2019	730pm	Firelight		3-cars-wide
Dodge		11/13/2019	430am	Firelight		
Cadillac		11/8/2019	11am	Candlelight		NO PERMIT
Ford		11/8/2019	11am	Candlelight		NO PERMIT/ 3 wide
Trailer		11/8/2019	11am	Firelight 447		tagged trailer then they called and go it ok for the day
Ford		11/4/2019	715	368 candlight		tag not visible
Trailer		11/3/2019	7:00 PM	B-Building		Left note and they called back.

Subaru		10/31/2019	11	B-Building		NO PERMIT
Volkswagen		10/31/2019	11	B-Building		NO PERMIT
Jeep		10/31/2019	11	B-Building		NO PERMIT
Ford		10/31/2019	11	B-Building		NO PERMIT
Chevy		10/31/2019	11	D-Building		NO PERMIT
Chevy		10/31/2019	11	A-Building		NO PERMIT
Honda		10/31/2019	11	A-Building		NO PERMIT
Jeep		10/31/2019	11	A-Building		NO PERMIT
Subaru		10/31/2019	1045	353 candlight		NO PERMIT
Toyota		10/31/2019	1045	Overflow Parking		NO PERMIT
Volkswagen		10/31/2019	1045	Overflow Parking		NO PERMIT
Chevy		10/31/2019	1045	Overflow Parking		NO PERMIT
Ford		10/31/2019	1030	140 candlight		NO PERMIT
Ford		10/31/2019	1030	Overflow Parking		NO PERMIT
Subaru		10/31/2019	1030	173 candlight		NO PERMIT
Chevy		10/31/2019	1030	Overflow Parking		NO PERMIT
Dodge		10/31/2019	1030am	Overflow Parking		NO PERMIT
Dodge		10/30/2019	7pm	Firelight		Fire-lane
Toyota		10/29/2019	945am	Starlight	10/29/2019	NO PERMIT/ Fire-lane
GMC		10/28/2019	830 am	Starlight		Fire-lane
Dodge			830	Starlight		Fire-lane
Ford		10/23/2019	730	Starlight		Fire-lane/Trailer

Firelight Owner Communication
Nov 20, 2019 Board Meeting

I have some other condos in Washington State.

The one program I like is periodically they go through and ask the homeowners if they want the washer hoses, dish washer hoses, dryer vent hoses replaced. I understand 80% of the homeowners sign up for it. With this type of participation, the savings on labor and material is significant and there is much less damage from hoses that go bad.

Have you thought of providing this as an option?

Regards,
Neal Stobaugh