

Date: Tuesday May 12, 2020	Time: 6:00 p.m. Mountain Time	Location: Hammond Property Management 50 Meadow Village Drive Big Sky, MT 59716
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Agenda		Presenter	Action
Call to Order		Matt Walker	-
6:00	• Member Forum (new items for next agenda)		-
	• Minutes of April Board Meeting	All	Approve
	• Schedule next Board Meeting	All	-
Reports			
6:15	• Financial Reports	Curt	Discuss
	○ AR Update		
	○ Q1 Financials		
7:00	• Property Management Report	HPM – Josh	Discuss
	○ Compactor Update	All	Discuss
	○ Heat Tape Options	HPM – Josh	Discuss
	• Rule & Parking Enforcement Reports	HPM – Derek	Discuss
	• Communication from Owners	HPM – Seanna/Katie	Discuss
New Business			
7:20	• Campus Re-roofing Plan	All	Discuss
Old Business			
7:35	• Updated Parking/Paving Estimates	Karla	Review
	• Annual Painting/Siding Maintenance Program	HPM	Discuss
	• Water & Sewer Update	Matt	Discuss
8:00 Adjourn		Matt	-

Call-in Information

Firelight Board Meeting 5.12.2020

Tue, May 12, 2020 6:00 PM - 8:00 PM (MDT)

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Firelight Meadows Board Meeting

April 7, 2020, 6:00 PM via teleconference

Meeting Minutes

Call to order

Matt Walker called the meeting to order at 6:06 pm.

Attendance

The meeting was held remotely via phone due to social circumstances. Board members in attendance included Matt Walker, Steve Cherne, Carol Powell, Laura Gregory, Curt Wilson, AJ Christiansen, Karla Yeager. Owners in attendance included Jana Fedance, Greg Hunt, Dan Stevenson, and Chris Moon. Hammond employees in attendance included Scott Hammond, Mike Palmer, Josh Hickey, Katie Coleman, Seanna Farrow and Derek Weinrich.

Member Forum & Next Meeting

- Updated estimates for parking and paving

The next board meeting was scheduled for Tuesday, May 12 at 6:00 pm.

March Meeting Minutes

Karla made note of some changes to the parking and paving topic discussed at the last meeting. Cherne motioned to approve the minutes as amended; Karla seconded, and all were in favor.

REPORTS

Property Management Report

A manager's report was included in the meeting packet. Highlights included:

- Finished roof shoveling and removal for the time being
- Trash cleanup around campus as the snow melts (on-going)
- Arranged spring roll of dumpster for end of season
- Entrance paving scheduled with Apex for June
- Received estimates for compactor roof enclosure – 1 wood support option and 1 metal option from TD&H Engineering in Bozeman.

The board asked Josh to put together a list of interior repair work needed due to roof leaks. Josh will do his best to put a numeric estimate to the repairs, and repairs should be started in the next couple of weeks.

Rule & Parking Enforcement Report

Reports were included in the packet. There was one vehicle towed this month, and the campus has otherwise been relatively quiet.

Owner Communication

Included under Owner Communication was correspondence between HPM and condo C7 regarding a reoccurring issue between C7 and C17 and their dog. The issue seems to be resolved for the time being.

An owner asked the board to take into consideration families that may need some financial help during the current social situation. The board agreed to help how they can those families that reach out to them.

NEW BUSINESS

Landscaping Request for Proposal

Due to the time of year and snow coverage, contractors that received the landscaping RFP were not able to accurately bid the work. HPM will revisit the RFP process in August and recirculate to local contractors. HPM proposed an addendum to the current landscaping contract reflecting a 4% escalator and extending the contract May 1 – Nov 1, 2020. Matt motioned to extend HPM's landscaping contract for the 2020 season at a 4% increase and recirculate the RFP in August. Carol seconded the motion, and all were in favor.

Bus Stop Cleaning

The Yellowstone Club contacted Scott regarding the bus stops on the Firelight campus and a rumor of their removal. At this time, there is no action pending regarding the removal of the bus stops, but the uncleanliness of them was noted. David Kack was contacted about establishing a cleaning schedule.

Campus Painting Needs

The campus painting needs were discussed. Karla suggested the board consider hiring a contractor to address these needs professionally. The board agreed to address at this topic further during the spring campus walkthrough.

Window Replacement

In order to get accurate estimates for window replacements, a campus visit from various vendors would be ideal. This has been pushed out a couple of months due to the current social situation. Chris Moon suggested the board investigate 1) a glass only replacement option, and 2) an entire encasement replacement option. These items are part of the estimate details Karla has been working on. Chris also asked that the board put together a clear set of guidelines for owners who would like to seek alternative replacement options – i.e. details of correct paint colors, reputable contractors, etc. various vendors

OLD BUSINESS

Parking/Paving Update

During the spring walkthrough, the board plans to take a walk of the campus and finalize approved new parking areas in order to get the paving work started by May or June of this year at the current rates.

Insurance

There will be no change in insurance coverage at this time.

Adjourn

Matt motioned to adjourn the meeting at 7:23 pm.

**Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual**

Accrual Basis

January through March 2020

	Jan - Mar 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assessment	135,796.00	135,794.64	1.36
Condo - Quarterly Assessment	90,160.00	90,156.80	3.20
Total Quarterly Assessment Income	225,956.00	225,951.44	4.56
Finance and Late Fee Charges	118.42	0.00	118.42
Membership Dues	1,000.00	0.00	1,000.00
Parking Income	6,175.00	0.00	6,175.00
BAD DEBT INCOME	0.00	0.00	0.00
Fine Income for Violations	100.00	0.00	100.00
Total Income	233,349.42	225,951.44	7,397.98
Gross Profit	233,349.42	225,951.44	7,397.98
Expense			
General Common Expenses			
Insurance	25,287.47	25,287.48	(0.01)
Landscape and Sprinkler	0.00	0.00	0.00
Landscape Upgrades	0.00	0.00	0.00
Trash Removal	14,501.13	7,700.00	6,801.13
Maintenance & Repairs	2,094.52	5,000.01	(2,905.49)
Snow Removal	62,499.99	62,499.99	0.00
Roof Snow Removal	38,380.00	20,000.00	18,380.00
Management Company	27,678.69	27,679.98	(1.29)
Parking Rule Enforcement	12,297.44	11,948.49	348.95
Accounting	4,175.01	4,174.98	0.03
Legal	2,062.40	3,750.00	(1,687.60)
Legal Reimbursed by Owner	(240.00)	0.00	(240.00)
Office Expense	554.00	612.00	(58.00)
Postage & Delivery	85.00	90.00	(5.00)
Bad Debt	998.50	1,015.00	(16.50)
Meeting Expense	0.00	99.99	(99.99)
Total General Common Expenses	190,374.15	169,857.92	20,516.23
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	0.00	0.00	0.00
Total Limited Common Expense - Cha...	0.00	0.00	0.00
Limited Common Expense - Condo			
Carpet Replacement	2,500.00	2,500.00	0.00
Condo Utilities - Building	5,127.90	7,200.00	(2,072.10)

Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual

Accrual Basis

January through March 2020

	Jan - Mar 20	Budget	\$ Over Budget
Reimbursement SnowMelt Electric	0.00	0.00	0.00
Telephone Condo Fire Alarm Syst	1,235.95	1,249.98	(14.03)
Condo - Cleaning and Rugs	4,200.02	4,200.00	0.02
Fire Alarm System Monitoring	499.50	439.50	60.00
Fire Extinguisher Inspection	0.00	0.00	0.00
Maintenance & Repair Condo Only	0.00	124.98	(124.98)
Total Limited Common Expense - Con...	13,563.37	15,714.46	(2,151.09)
Total Expense	203,937.52	185,572.38	18,365.14
Net Ordinary Income	29,411.90	40,379.06	(10,967.16)
Other Income/Expense			
Other Income			
Postage Income	150.00	0.00	150.00
Interest Income	6,293.90	0.00	6,293.90
Total Other Income	6,443.90	0.00	6,443.90
Other Expense			
Water & Sewer Delinquent paid	0.00	0.00	0.00
Reserve Contribution	57,057.36	49,318.25	7,739.11
Total Other Expense	57,057.36	49,318.25	7,739.11
Net Other Income	(50,613.46)	(49,318.25)	(1,295.21)
Net Income	(21,201.56)	(8,939.19)	(12,262.37)

Firelight Meadows Owners Association

Balance Sheet

As of March 31, 2020

Accrual Basis

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
BSWB 113 557 Operating	13,569.38
BSWB 001 164 Money Market	130,088.48
Total Operating Bank Accounts	143,657.86
Reserve Bank Accounts	
American Bank 2739	302,411.24
Edward D Jones	1,169,834.83
Total Reserve Bank Accounts	1,472,246.07
Total Checking/Savings	1,615,903.93
Accounts Receivable	
Accounts Receivable	46,995.88
Accounts Receivable Reserve	-27,300.00
Total Accounts Receivable	19,695.88
Other Current Assets	
Prepaid Expenses	1,000.00
Interest Receivable	3,979.96
Total Other Current Assets	4,979.96
Total Current Assets	1,640,579.77
TOTAL ASSETS	1,640,579.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,099.51
Total Accounts Payable	22,099.51
Other Current Liabilities	
Landscape Upgrades Payable	43,000.00
Prepaid Assessments	11,591.28
Total Other Current Liabilities	54,591.28
Total Current Liabilities	76,690.79
Total Liabilities	76,690.79
Equity	

Firelight Meadows Owners Association

Balance Sheet

As of March 31, 2020

Accrual Basis

	<u>Mar 31, 20</u>
Reserve Fund Balance	
Reserve CondoCarpet Replacement	15,000.00
Reserve Fund Balance - Other	<u>1,459,746.07</u>
Total Reserve Fund Balance	1,474,746.07
Retained Earnings	110,344.47
Net Income	<u>-21,201.56</u>
Total Equity	<u>1,563,888.98</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,640,579.77</u></u>

Firelight Meadows Owners Association
A/P Aging Summary
As of March 31, 2020

05/04/20

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
47 NORTH ICE DAM REMOVAL	6,370.00	0.00	0.00	0.00	0.00	6,370.00
Douglas N Shanley CPA	1,416.67	0.00	0.00	0.00	0.00	1,416.67
HAMMOND PROPERTY MANAGEMENT EXTRA	0.00	364.95	23.99	0.00	0.00	388.94
LONE PEAK ELECTRIC	0.00	190.00	0.00	0.00	0.00	190.00
MIKE MCCARTHY	0.00	600.00	0.00	0.00	0.00	600.00
Mike Smart	3,448.32	0.00	0.00	0.00	0.00	3,448.32
Northwestern Energy 1855250-5	499.23	0.00	0.00	0.00	0.00	499.23
Northwestern Energy 1855256-2	346.02	0.00	0.00	0.00	0.00	346.02
Northwestern Energy 1855258-8	270.95	0.00	0.00	0.00	0.00	270.95
Northwestern Energy 1855261-2	428.74	0.00	0.00	0.00	0.00	428.74
Northwestern Energy Dumpster 3098123-7	85.53	0.00	0.00	0.00	0.00	85.53
REPUBLIC SERVICES #886 COMPACTOR	2,805.11	0.00	0.00	0.00	0.00	2,805.11
RIDGELINE ROOFING COOPERATIVE LLC	0.00	5,250.00	0.00	0.00	0.00	5,250.00
TOTAL	<u>15,670.57</u>	<u>6,404.95</u>	<u>23.99</u>	<u>0.00</u>	<u>0.00</u>	<u>22,099.51</u>



- Chalets
 - Monitored ice damming on roofs
 - Continued roof shoveling as needed
 - Continued trash cleanup
 - Removed delineators
 - Filled dog waste stations
 - Began thatching lawn areas
 - Street swept road areas that had been graveled
 - Got rough numbers for replacement of damaged downspout extensions. Roughly 70 are needed and would cost approximately \$630 to purchase new ones.
 - Began fixing heat tape that has fallen off roofs
 - Unplugged heat tape
 - Reset parking blocks
 - Began removing foundation vent covers

- Condos
 - Monitored Ice damming on roofs
 - Cleaned up walkways and around parking blocks as weather allowed
 - Continued trash cleanup
 - Removed delineators
 - Filled dog waste stations
 - Began thatching lawn areas
 - Street swept parking lots and entryway
 - Pulled down damaged heat tape. Began rehangng heat tape where we can.
 - Looked at installing/fixing heat tape above entryways. Need to discuss
 - Unplugged heat tape
 - Reset parking blocks
 - Began removing foundation vent covers
 - Scheduled meeting with Apex to look at widening asphalt area behind C building

- Compactor
 - Continued to monitor owners for disposing of garbage improperly
 - Cleared snow in and around compactor
 - Replaced quick disconnects on compactor supply and return lines
 - Had republic up numerous times to inspect and fix new issues with the compactor
 - Created compactor maintenance log
 - Pressure washed compactor area

- Other
 - Received additional quote for compactor roof from C&H. See attached quotes
 - Met with a few painters to look at paint touchups around campus
 - Received Weed and Feed bids for this Spring/Summer:
 - Wildwood - \$4100 for weed and feed and \$850 for noxious weed
 - Precision – Will update once bid arrives
 - Trugreen - \$2250 for one-time application of weed and feed only

Date	Employee	Work Done	Hydraulic Fluid Level	Serial Number	Notes
04/01/20		Compactor Swapped		53030605	
03/31/20	Josh Hickey	Inspected	Good	53030605	
04/03/20	Josh Hickey	Inspected	Good	53030605	
04/07/20	Josh Hickey	Inspected	Good	53030605	
04/09/20	Josh Hickey	Inspected	Good	53030605	
04/14/20	Josh Hickey	Inspected	Good	53030605	
04/15/20		Compactor Swapped		53030603	
04/17/20		Issue Reported		53030603	Karla texted saying compactor not functioning. Posch inspected and everything was functioning properly
04/20/20	Josh Hickey	Inspected	Good	53030603	No issues found. Compactor seems to be functioning properly
04/21/20		Issue Reported		53030603	Karla texted saying compactor having same issue it had on Friday.
04/21/20	Josh Hickey, Mike Palmer	Inspected	Good	53030603	Inspected compactor to find two small magnets stuck on door, making it hard to close. No other issues found
04/23/20		Issue Reported		53030603	Karla reported compactor making loud noise
04/23/20	Josh Hickey, Mike Palmer	Other		53030603	Had republic come up to Big Sky to inspect compactor. They think there may have been an air bubble in the line. Everything else functioning properly
04/24/20	Josh Hickey	Issue Reported	Good	53030603	Loud noise returned. Republic came up and inspected it again. Thinks the quick disconnects are going bad. Planning on coming up on Monday with new check valve
04/24/20	Josh Hickey	Other		53030603	Replaced both quick disconnect fittings on hydraulic hoses. Compactor seems to be running fine again.
04/27/20	Mike Palmer	Other		53030603	Republic came back to Big Sky to try changing valves. Noise returned
04/28/20	Josh Hickey	Other		53030603	Republic back to Big Sky to replace pump and a few other valves inside hydraulic fluid reservoir
04/28/20	Josh Hickey	Inspected	Good	53030603	Compactor functioning properly
04/29/20	Josh Hickey	Compactor Swapped	Good	53030605	
04/29/20	Derek Weinrich, Josh	Cleaned			Pressure washed compactor area
05/01/20	Josh Hickey	Inspected	Good	53030605	
05/05/20	Josh Hickey	Inspected	Good	53030605	

Roof Leak List 2019-2020 (As of April 2020)

Unit Address	HOA	Date Reported	Leak location	Damages
216	Firelight Meadows	1/27/2020	Kitchen ceiling	Paint needed
D8	Firelight Meadows	1/28/2020	Master bedroom exterior wall	Minor trim repair
406	Firelight Meadows	2/14/2020	Entryway	Paint needed
C20	Firelight Meadows	2/17/2020	Kitchen	Paint needed
B15	Firelight Meadows	2/19/2020	Master bedroom	Paint needed
216	Firelight Meadows	3/2/2020	Wall between the front door and kitchen	Paint needed
304	Firelight Meadows		Kitchen vent	Potentially electrical damages, damages to cabinets, ceiling, walls
302	Firelight Meadows	3/11/2020	Kitchen above refrigerator	Paint needed
229	Firelight Meadows	3/10/2020	Back wall to left of sliding doors	Paint needed
D20	Firelight Meadows	2/12/2020	Window leak	No damages noted at this time.
288	Firelight Meadows	3/14/2020	Dryer vent leak	No damage
336	Firelight Meadows	3/22/2020	Near back door	Paint needed
417 Firelight Drive	Firelight Meadows	4/11/2020	Wet carpet in upstairs closet	Placed fans, no damage

AGREEMENT FOR ENGINEERING SERVICES

CLIENT: Hammond Property Management
Contact Person: Attn: Josh Hickey
Address: PO Box 161242
City, ST, Zip Big Sky, MT 59716

DATE: April 10, 2020

ENGINEER: TD&H ENGINEERING
1800 River Drive North
Great Falls, MT 59401

PROJECT TITLE: Trash Compactor Roof Design for Hammond Property Management

SCOPE OF SERVICE(S):

ENGINEER shall provide or cause to be provided the services described on Exhibit A – Scope of Services attached hereto (referred to herein as the Scope of Service(s)). If the scope/service is not specifically included herein, the scope/service is expressly excluded. **CLIENT** may direct or request changes within the general Scope of Service(s). Upon notification of such direction, **ENGINEER** shall prepare an estimate of the additional cost and time required, if any, to perform the change. Upon mutual written agreement, **ENGINEER** shall perform the change and an appropriate adjustment shall be made to the amount of fee and/or time schedule.

AMOUNT OF FEE:

Estimated **Fees are Valid for 90 days** from the Date provided in the Proposal Letter or the date which this Agreement was delivered to the **CLIENT**; authorization of this Agreement at a date later than 90 days may require an increase in fees and/or additional time required to complete the services at the sole discretion of the **ENGINEER**.

LUMP SUM. The lump sum fee to complete the Scope of Service(s) will be \$ 1,800.00.

PAYMENT TO ENGINEER:

A retainer in the amount of \$ N/A is required before beginning services. **ENGINEER** shall credit the amount of the retainer toward the final billing when the services are substantially complete.

Payment for services: Payment is due upon receipt of the invoice and is past due 30 days from the invoice date. The **CLIENT** agrees to pay a late fee of 1.5 %, compounded monthly, from the invoice date, on the past due amount. If the invoice is not paid within thirty (30) days, **ENGINEER** may, without waiving any claim or right against **CLIENT**, and without liability whatsoever to **CLIENT**, terminate the performance of the service and begin formal collection procedures. In the event this account is placed for collection with a collection company, a fee of Fifty percent (50%) of the balance due shall be added as a collection fee. Retainers shall be credited on the final invoice. Any inquiries or questions regarding the substance of the invoice shall be made in writing within ten (10) days of receipt of the invoice. Failure to notify **ENGINEER** within this time period indicates acceptance of billing for services performed.

GENERAL TERMS AND CONDITIONS

1. **ENGINEER** shall perform its services in a manner consistent with generally accepted professional standards required of it and other design professionals providing similar services under similar conditions in the same locale. **ENGINEER** is authorized to proceed as of the date of this Agreement unless otherwise noted.

2. Any opinion of the construction cost prepared by the **ENGINEER** represents its judgment as a design professional and is supplied for the general guidance of the **CLIENT**. Since the **ENGINEER** has no control over the cost of labor and material, schedules, competitive bidding, or market conditions, the **ENGINEER** does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the **CLIENT**. Similarly, **ENGINEER** does not guarantee any proposed schedules for commencement or completion of services.

3. **Project Site:** **ENGINEER** shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with construction of the Project, nor shall **ENGINEER** be responsible for any contractor's failure to construct the Project in accordance with the requirements of the construction agreement. **ENGINEER** shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

4. **CLIENT** shall timely provide to **ENGINEER** all criteria and full information as to **CLIENT'S** requirements for the Project; designate a person to act with authority on **CLIENT'S** behalf in respect of all aspects of the Project; examine and respond promptly to **ENGINEER'S** submissions; and give prompt written notice to **ENGINEER** whenever **CLIENT** observes or otherwise becomes aware of any defect in the service. The **ENGINEER** and its employees, agents, and consultants have the right to rely on the accuracy of **CLIENT**-furnished information.

5. **CLIENT** shall, at its cost:

- 1) Procure such legal, accounting, and other counseling services as may be required for successful completion of the Project.
- 2) Furnish approvals and permits from all governmental authorities having jurisdiction over the Project, except to the extent that obtaining such approvals and permits has been specifically assigned to **ENGINEER** pursuant to the paragraph entitled "Scope of Service(s)."
- 3) Pay all review and filing fees required by governmental agencies.
- 4) Pay all costs incidental to obtaining bids or proposals from contractor(s).
- 5) Guarantee full and free access for the **ENGINEER** to enter upon all property required for the performance of the **ENGINEER'S** services under this Agreement.

6. This Agreement may be terminated:

- 1) By mutual written consent of both parties;
- 2) By either party upon seven days written notice in the event of a material breach by the other party in performing its obligations under this Agreement, and upon the failure of the breaching party to cure within the seven-day notice period its material breach.

In the event of any termination, **CLIENT** shall pay **ENGINEER** for all

services rendered and all reimbursable expenses incurred to the date of termination. If the termination is a result of a material breach by **CLIENT**, **CLIENT** shall pay **ENGINEER** reasonable termination expenses.

7. Neither party may assign this Agreement without the written consent of the other party, which shall not unreasonably be withheld. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

8. This Agreement is binding upon **CLIENT** and **ENGINEER** and each of their successors, assigns, and legal representatives. The Authorized Representative assumes personal responsibility along with the **CLIENT** for performance under the terms of this contract. The undersigned agrees to be personally responsible for the total balance due.

9. Ownership of Documents: All reports, calculations, figures, data and other documents prepared by the **ENGINEER** as part of these services shall remain the property of the **ENGINEER**. The **CLIENT** is entitled to copies of all documents prepared by the **ENGINEER** upon payment in full, and reasonable usage of those documents for this project only. The documents are not intended for reuse on other projects; any reuse by the **CLIENT** or others for purposes other than those identified in or directly associated with "Exhibit A – Scope of Services", or without **ENGINEER'S** consent will be at the **CLIENT'S** sole risk; the **CLIENT** will defend, indemnify, and hold **ENGINEER** harmless from any claims brought against **ENGINEER** arising out of reuse; and **ENGINEER** may retain one record copy of all information.

10. Montana law governs this Agreement. **CLIENT** and **ENGINEER** agree to negotiate in good faith for a period of 15 days from the date of receipt of written notice of all disputes between them. If such negotiations fail, **CLIENT** and **ENGINEER** shall select a mutually agreeable mediator and shall conduct a mediation within an additional 30 days. If mediation fails to resolve the dispute, either party may pursue any legal or equitable remedies in a court of competent jurisdiction located in the appropriate Montana County where the **ENGINEER'S** office completing the service resides. In the event of litigation, the prevailing party shall be entitled to an award of reasonable attorney's fees, subject to the Risk Allocation and Limitation of Liability provisions in this Agreement.

11. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than **CLIENT** and **ENGINEER**.

12. This Agreement represents the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by each of the parties.

13. **ENGINEER** shall be responsible only for those Construction Phase services expressly required of **ENGINEER** in Exhibit A - "Scope of Service(s)." With the exception of such expressly required services, **ENGINEER** shall have no design, construction document, or other obligations during or following construction, and **CLIENT** assumes all responsibility for the application and interpretation of the contract documents, review and response to contractor requests for clarifications and substitutions, claim

submittals, equipment and material product data and all associated technical and contractual interpretations, contract administration, processing change orders, revisions to the contract documents during construction, construction surety bonding and insurance requirements, construction observation and review, review of payment applications, and all other necessary construction phase engineering and professional services. **CLIENT** waives all claims against the **ENGINEER** that may be connected in any way to construction phase engineering or professional services except for those services that are expressly required of **ENGINEER** in Exhibit A - "Scope of Service(s)".

14. Merit of Claim: Prior to any direct or third party claims against **ENGINEER**, the claimant shall first provide written certifications, executed by at least two independent engineers, licensed and routinely providing engineering services in the project jurisdiction, who, after reviewing **ENGINEER Agreement and** scope of services, shall specify each and every act or violation of the standard of care expected by an **ENGINEER**, under similar circumstances. Such certifications shall be provided at least thirty (30) days prior to the presentation of any claim or counterclaim.

15. Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the **CLIENT** or **ENGINEER**. **ENGINEER'S** services hereunder are being performed solely for the benefit of the **CLIENT**, and no other entity shall have any claim against **ENGINEER** because of this Agreement or **ENGINEER'S** performance of services hereunder.

16. Risk Allocation: The **CLIENT** agrees that, to the fullest extent permitted by law, the **ENGINEER'S** total liability to the **CLIENT** for any and all injuries, claims, losses, expenses, or damages of any kind, arising out of this Agreement or relating to the **ENGINEER'S** services, which are specifically subject to any claim (not the aggregated value of all services) including but not limited to claims of **ENGINEER** negligence, errors, omissions, liability, breach of contract, or any other cause(s), shall not exceed the total fee paid to Engineer, or \$50,000, whichever is greater.

17. Limitation of Liability: Notwithstanding anything contrary in this Agreement, **CLIENT** agrees that no employee, principal, officer, or representative of **ENGINEER** will have any personal liability under this Agreement. **ENGINEER** makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the **ENGINEERING** scope of services.

18. CLIENT Negligence/Liability: For claims, damages, losses, or expenses caused in whole or in part by the negligent act or omission and/or strict liability of the **CLIENT** or employees of the

CLIENT, including other design professionals or subcontractors, the **CLIENT** shall indemnify and hold harmless **ENGINEER** and all of its personnel (Including reasonable attorneys' fees) arising from claims by third parties to the extent caused by the negligence or willful misconduct of **CLIENT**, its employees or anyone for whom **CLIENT** may be legally responsible. For purposes of the foregoing indemnification provision only, **CLIENT** waives any immunity it may have under any applicable worker's compensation laws.

19. Time to bar legal action: The **CLIENT** and **ENGINEER** agree that claims from either party for breach of this agreement or for failure to perform in accordance with the Standard of Care shall not be initiated more than three (3) years from the date on which **ENGINEER** completes its services on the project.

20. Standard of Care: The standard of care for all professional services performed or furnished by **ENGINEER** under this agreement will be the skill and care used by members of **ENGINEER'S** profession practicing under similar circumstances at the same time and in the same locality. **ENGINEER** makes no warranties, express or implied, under this agreement or otherwise, in connection with **ENGINEERING** services."

21. Delay: **ENGINEER** shall not be liable for any costs or delays resulting in whole or in part from causes beyond the control and without fault or negligence of **ENGINEER** or it's subconsultants, including, without limitation, stoppages and strikes, acts of God and natural disaster, failure of a public agency to act in a timely manner, and/or acts of **CLIENT** and its consultants, contractors and agents, including, without limitation, their failure to furnish information in a timely fashion and/or their faulty or untimely performance.

22. Corporate Responsibility: **ENGINEER'S** Services shall not be subject to individual employees, officers or directors, including any **ENGINEER** who affixed his or her seal to the drawings, specifications or other documents prepared by or under the supervision of licensee for the Project, to any personal legal exposure for the risks associated with this Project. **CLIENT** agrees that as **CLIENT'S** sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Thomas, Dean & Hoskins, Inc. dba: TD&H Engineering, a Montana state corporation, and not against any of Thomas, Dean & Hoskins, Inc. dba: TD&H Engineering's individual employees, officers or directors.

The parties' consent to the foregoing terms, including any attachments.

CLIENT:

BY:
(signature) _____

TITLE: _____

DATE: _____

ENGINEER: TD&H ENGINEERING
BY: 
(signature) _____

TITLE: Principal Structural Engineer

DATE: April 10, 2020

April 10, 2020

Attn: Josh Hickey
Hammond Property Management
PO Box 161242
Big Sky, MT 59716

RE: TRASH COMPACTOR ROOF DESIGN

Dear Josh,

TD&H proposes to perform structural engineering design services for a new roof shelter over an existing trash compactor at Firelight Meadows in Big Sky, MT. We understand that the existing trash compactor is approximately 8.5' x 20' and that there is an existing enclosure that is approximately 14' x 29' around the exterior of the compactor. TD&H proposes to perform structural engineering for a lump sum fee of \$1,800 with the following assumed scope:

1. Design a new trash compactor structure. We anticipate that the structure will be steel framed with concrete drilled piers or sonotubes for the foundation.
2. Provide a single plan sheet with on-plan specifications as details as required for the design of the new trash compactor roof.
3. We are not including any site visits, materials testing or special inspections. These can be provided for an additional fee if desired.
4. We may need some additional field measurements provided by the Owner as part of this project.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project.

Sincerely,



Scott Mahurin PE/SE
Principal Structural Engineer
TD&H ENGINEERING

O:\Proposals\Hammond Property Big Sky\Hammond Property MANAGEMENT.DOC



Engineering and Surveying Inc.

1091 Stoneridge Drive • Bozeman, Montana • Phone (406) 587-1115 • Fax (406) 587-9768
www.chengineers.com • E-Mail: info@chengineers.com

April 20, 2020

Josh Hickey
josh@hpmmontana.com

RE: Proposal for Structural Engineering Services – Firelight Condominiums; Trash Compactor Encloser; Big Sky, MT (200000)

Dear Mr. Hickey,

C&H Engineering and Surveying, Inc. (C&H Engineering) appreciates the opportunity to present this proposal for structural engineering services for the above referenced project. This proposal is based on a phone conversation on April 15, 2020 to design a 14’ by 29’ trash compactor enclosure.

For the structural engineering required, C&H Engineering will provide a complete review of the building based on all local codes. The foundation plan, roof framing plan, as well as all structural details will be reviewed with the necessary requirements. This proposal is broken into two parts for the structural engineering and the Digital drawings showing all required information. Specifications will be provided for the drawings and additional written specifications can be added for the project specification book as required.

This proposal will be for all services required through bidding and contractor selection. If construction administration is required, such as shop drawing review or inspection, these services will be billed in addition on a time and materials basis. If a scope of work for these requirements is forwarded to our office, an additional proposal will be provided at your request.

C&H Engineering would like to proceed on this project with the following fixed fees:

- 1. Structural Engineering with all associated details.....\$1,600
- 2. Structural Plans showing all construction requirements.....\$600

It is assumed that C&H Engineering will be provided with digital drawings to use in laying out the structural engineering requirements. A full set of stamped drawings and structural calculations will be provided for the building permit application. C&H Engineering will review the final drawings to ensure all of the structural engineering is included.

If this proposal is acceptable, please sign and return it to us, as this will serve as our notice to proceed. If you have any questions, please give me a call.

Sincerely,



Brendan Henry, P.E

I understand and agree that payment for all goods and services is due in full immediately upon delivery and that any unpaid balance will be charged 1.25% per month for accounts over 30 days. Expenses for reproductive work, travel, mileage, and other consultants will be billed at direct cost. Should this account become delinquent and result in a collection process, I will be responsible for, but not limited to, the principal amount, collection agency fees, attorney fees, and other court costs.

Accepted By: _____ Date: _____
Josh Hickey, Contractor

Parking Enforcement Detail - As of May 5, 2020

Make of Vehicle	License Plate	Date	Time	Location	Towing Deadline	Comments
Chevy	604827c	04/29/20	330 pm	Firelight	04/30/20	Fire-lane
GMC	Washington 09522	04/26/20	5 am	C-Building		Trailer/No Parking
Chevy	cf1553	04/25/20	715 am	Overflow Parking		Trailer
Dodge	bex390	04/18/20	1245 pm	Firelight		
Jeep	3308730	04/18/20	1245 pm	Firelight		NO PERMIT
Honda	611915c	04/18/20	1245 pm	Firelight		NO PERMIT
Subaru	rxx344	04/18/20	1245 pm	Overflow Parking		NO PERMIT
Subaru	cgv286	04/18/20	1245	Overflow Parking		NO PERMIT
Subaru	new york jcy4001	04/18/20	1245 pm	Overflow Parking		NO PERMIT
Chevy	fef690	04/18/20	1245 pm	Overflow Parking		NO PERMIT
Chevy	687438b	04/18/20	1245 pm	Overflow Parking		NO PERMIT
Dodge	b724826	04/18/20	1245 pm	A-Building		NO PERMIT
Ford	Minnesota edy201	04/18/20	1245 pm	A-Building		NO PERMIT
Jeep	Pennsylvania ldj5147	04/18/20	1245 pm	C-Building		NO PERMIT
Toyota	lh2673	04/18/20	1245 pm	C-Building		NO PERMIT
GMC	625793c	04/18/20	1245 pm	Neighboring driveway		NO PERMIT
Subaru	cju449	04/18/20	1245 pm	Neighboring driveway		NO PERMIT
Subaru	629525c	04/18/20	1245 pm	Candlelight		NO PERMIT
Subaru	Idaho k663476	04/18/20	1245 pm	Candlelight		NO PERMIT
Toyota	ckg190	04/18/20	1245 pm			NO PERMIT
Honda	Maryland 8rt486	04/18/20	1230 pm	Candlelight		NO PERMIT
Chevy	625252c	04/18/20	1230 pm	Candlelight		NO PERMIT
GMC	sst	04/18/20	1230 pm	Neighboring driveway		NO PERMIT
Ford	crk651	04/18/20	1230 pm	Neighboring driveway		NO PERMIT
Toyota	Wisconsin 448tfe	04/18/20	1230 pm	Candlelight		NO PERMIT
Jeep	cay062	04/18/20	1230 pm	Starlight		NO PERMIT
Subaru	623443c	04/18/20	1230 pm	Starlight		NO PERMIT
Dodge	aaka88864	04/18/20	1230 pm	Neighboring driveway		NO PERMIT
Toyota	ckh456	04/18/20	1230	Starlight		NO PERMIT
Honda	bze123	04/18/20	1230	Neighboring driveway		NO PERMIT
Chevy	641868b	04/07/20	430 am	Firelight		NO PERMIT/ Fire-lane

Rule Enforcement Detail

Unit	Owner	Date of Infraction	Category	Notes
434 Firelight Drive	Dostert, Alan & Anastasia	05/04/20 7:58 AM	Garbage	chair in yard and car box in front of garage
425 Firelight Drive	Edgcomb, John & Deb	05/01/20 1:52 PM	Garbage	
504 Firelight Drive	Zaremba, Matthew	05/01/20 1:51 PM	Dog-waste	Dog waste
414 Firelight Drive	Bennett, Richard	05/01/20 1:50 PM	Garbage	Cigarette butts
80 Starlight Drive	Anderson, Jamie	05/01/20 1:50 PM	Dog-waste	Pet waste
338 Firelight Drive	Bowker, Jim	05/01/20 1:48 PM	Garbage	Garbage needs to be cleaned up around back patio
330 Firelight Drive	Tagliabue, Pierre	05/01/20 1:48 PM	Garbage	Glass bottled broken in yard; razor blades and othe
85 Aurora Lights Drive A06	Stenzel, Thomas & Denise	05/01/20 12:02 PM	Dog-waste	dog waste
86 Candlelight Drive	Morosi, Vance and Anneloes	05/01/20 10:47 AM	Garbage	cigarette butts in front yard
216 Candlelight Drive	Johnson, Christopher & Kelly A	05/01/20 10:46 AM	Garbage	please have them clean up woodchips in front yard
394 Candlelight Drive	Nostrant, Brian	05/01/20 10:44 AM	Garbage	Christmas lights in front tree. cigarette butts in front
325 Firelight Drive	Morgan, Jeff	04/30/20 3:17 PM	Deck Storage	tidy up random pieces of wood and coolers
337 Firelight Drive	DeCarlo, Alexander & Allison	04/30/20 3:16 PM	Deck Storage	2 propane grills
389 Firelight Drive	Jones/McMichael, Jennifer/Gary Elizabeth	04/30/20 3:15 PM	Deck Storage	Christmas lights on tree
425 Firelight Drive	Edgcomb, John & Deb	04/30/20 3:15 PM	Deck Storage	Christmas lights on tree
455 Firelight Drive	Barnhill, Michele & Phillip	04/30/20 3:14 PM	Deck Storage	Christmas tree
115 Starlight Drive	Zaremba, Matthew	04/30/20 3:13 PM	Deck Storage	Plywood
338 Firelight Drive	Bowker, Jim	04/30/20 3:12 PM	Deck Storage	couches
330 Firelight Drive	Tagliabue, Pierre	04/30/20 3:10 PM	Deck Storage	dresser
387 Candlelight Drive	Boyd, Patty	04/30/20 3:09 PM	Hot-tub	hot tub not in working order
259 Candlelight Drive	Marino, Tom & Sara	04/30/20 3:09 PM	Deck Storage	homemade rails
62 Candlelight Drive	Nordahl, Vicenza and Steve	04/30/20 3:08 PM	Deck Storage	Christmas tree
124 Candlelight Drive	Bellido, Rocio	04/30/20 3:06 PM	Garbage	cigarette butts all in lawn
140 Candlelight Drive	Stobaugh, Neal	04/30/20 3:05 PM	Deck Storage	tidy up. and plywood
302 Candlelight Drive	Brandl and Ballantyne	04/30/20 3:04 PM	Deck Storage	rail and otter sled. trampoline?
336 Candlelight Drive	Moore, David	04/30/20 3:02 PM	Dog-waste	dog waste all over yard
368 Candlelight Drive	Kirby, Adrienne	04/30/20 3:01 PM	Hot-tub	hot tub not in working order
386 Candlelight Drive	Iszler/Aucoin, Ursula & Jimmey	04/30/20 3:00 PM	Deck Storage	bed
394 Candlelight Drive	Nostrant, Brian	04/30/20 3:00 PM	Window Coverings	screen doors
120 Firelight Drive C09	Dahl Davis, Denise	04/30/20 2:55 PM	Charcoal Grill	charcoal grill
50 Firelight Drive D10	Walker, Matt	04/30/20 2:54 PM	Deck Storage	couch and dresser
50 Firelight Drive D04	Stolz, Callie	04/30/20 2:53 PM	Deck Storage	bike hauler up against the building

85 Aurora Lights Drive A03	Johnson, Nathan	04/30/20 2:51 PM	Deck Storage	tote and random rock
85 Aurora Lights Drive A17	Hamilton, Marnie	04/30/20 2:49 PM	Deck Storage	bike in hall. and totenberg/ plywood on deck
85 Aurora Lights Drive A12	Wyman & Langer	04/30/20 2:47 PM	Deck Storage	Christmas lights not white
85 Aurora Lights Drive A06	Stenzel, Thomas & Denise	04/30/20 2:46 PM	Deck Storage	totes and cardboard boxe
85 Aurora Lights Drive A08	Bates, Mitchell	04/30/20 2:44 PM	Deck Storage	board's and random tools
155 Aurora Lights Drive B06	Smith, Stanley	04/30/20 2:43 PM	Deck Storage	
296 Firelight Drive	Hoeksema, Ken Winnie & Scott	04/23/20 10:45 AM	Garbage	Ask them if they could clean up there mess from ch
425 Firelight Drive	Edgcomb, John & Deb	04/23/20 10:43 AM	Garbage	please have them clean up cigarette butts in front l
288 Firelight Drive	Nell Jochem, Emily	04/22/20 3:29 PM	Dog-waste	No response.

Firelight – Owner Communication

May 12, 2020 Board Meeting

From: Jeff Alger

Sent: Wednesday, April 22, 2020 8:32 AM

To: Seanna Farrow <sfarrow@hpmmontana.com>

Subject: Firelight Condo A13 Water Damage

Hello,

While entering our Firelight Condo (A13) to do our off season deep clean we noticed that there is extensive damage to the outside eaves of the condo building. On both sides of the patio door the eaves are drooping, and ice is building up inside of the soffits. Inside of the condo both bedrooms have damage also. The sheetrock and window ledges have water damage including staining and the sheet rock has a soggy/droopy look from the water leaking into the home.

This damage obviously didn't happen overnight and should have been taken care of much earlier than now. I sent an email last season around this time explaining the same situation, this year the damage is far worse both inside and outside. I also sent a letter explaining this situation after I left the board. This is my 3rd letter to try and resolve this issue.

This roof has failed. This roof is almost 20 years old. This roof needs to be replaced. I do not want the inside of the condo repaired until the cause of the problem is completely fixed first.

I would like to meet someone in person at the condo so that they can see the extent of this damage both inside and outside. I would also like to know what the board/HOA plans to do with this issue. I will check back every 2 weeks until I get an answer.

I have attached photos of the damage.

Thank you,

--

Jeffrey Alger



PO Box 348 Rigby, ID 83442 Phone:(208)745-9002
www.briggsroofing.com

4/16/2020

Proposal

Idaho Reg # RCE-4033

Company Name:	Residential/Commercial	Commercial
Customer/Contact:	Matt Walker	Job Name: Firelight Meadows Reroof
Billing Address:	Job Address:	Firelight Dr Big Sky, MT 59716
Phone:	(406) 220-2685	Alt Phone:
e-mail:	mattwalker.flm@gmail.com	Fax:

We hereby submit specifications and estimates, subject to all terms and conditions as set forth as follows:

**Remove existing roofing down to deck. Inspect decking and replace as needed at \$75.00 per sheet.
Install new drip edge metal and wall metal. Install new rubber pipe flashings over Ice and Water shield.**

CertaInteed Integrity Roof System Components as Follows:

- Install CertaInteed 100% Winter Guard Ice and Water shield.
- Install CertaInteed Starter on bottom eaves and gable eaves for 130mph wind warranty.
- Install CertaInteed Asphalt Shingle 6 nailed with nails for 130mph wind warranty.
- Install CertaInteed 12" Filtered Ridge Vent to maximize ventilation.
- Install CertaInteed Hip and Ridge shingles.
- Install Insulfoam vented nailbase panel to create cold roof. (for cold roof option)

**Provide a Limited Lifetime Warranty with Surestart Program from CertaInteed.*
(covers materials and labor for 25 years nonprorated)
Provide 4 Star limited lifetime warranty from CertaInteed.**

Price is based on whole project all at once:

Duplex unit ea with out cold roof :	Duplex unit ea with cold roof :
Landmark Pro \$ 23,992	Landmark Pro \$ 42,599
Landmark TL \$ 26,284	Landmark TL \$ 44,891
Presidential Shake \$ 28,772	Presidential Shake \$ 47,378

Four Plex unit ea without cold roof:	Fourplex unit ea with cold roof:
Landmark Pro \$ 44,951	Landmark Pro \$ 76,148
Landmark TL \$ 49,363	Landmark TL \$ 80,560
Presidential Shake \$ 54,000	Presidential Shake \$ 83,390

Apt Complex unit ea without cold roof:	Apt Complex ea with cold roof:
Landmark Pro \$ 95,780	Landmark Pro \$ 151,413
Landmark TL \$ 105,635	Landmark TL \$ 161,268
Presidential Shake \$ 114,000	Presidential Shake \$ 171,356

Briggs Roofing not responsible for satellite(s) dish realignment due to tear off movement.

We Propose hereby to furnish materials and labor complete, in accordance with the above specifications for the sum of _____ Submitted By: _____

See Above

Payment terms and Conditions are as follows: Sal Garcia

Due to constant price change on materials, this proposal is only valid for 30 days from the day sent.

50% down upon contract signing and balance paid upon completion.

*If home or owner meets all of Manufacturers requirements.

Conditions: All material is to guaranteed to be as specified in this proposal. All work shall be completed according to industry standards and applicable building codes. Any alteration or deviation from the specifications will be executed only upon a written change order agreement between Briggs Roofing Company and customer. Customer acknowledges and agrees that alternatives or deviations from their proposal may increase the amount to be paid by Customer for the work and customer agrees to pay said increases with according change order. Briggs Roofing Company's performance under this proposal and any change orders set forth in this proposal are contingent upon strikes, accidents, acts of God, or other delays beyond our control. Briggs Roofing Company shall not be liable for any and all damage caused by Acts of God, or any other occurrences beyond our control. Customer shall carry fire, tornado, any and all other necessary insurance. A certificate of Liability insurance will be furnished upon request. Our employees are fully covered by Worker's Compensation Insurance.

Payment terms: Customer agrees to 50% down. Payment in full shall be made upon completion of work. If the entire balance is not received at notice of completion a late fee of \$250.00 will be added to the contract, and the customer shall pay interest at the rate of 21% per annum from the completion date. If the entire balance is not received within 30 days of completion date Briggs Roofing Company shall lien the property and the customer shall pay all applicable attorneys fees, court costs, and related fees incurred in the collection of the amount due.

Accepted: The above prices, specifications and conditions are satisfactory customer hereby authorizes, accepts, and agrees to have Briggs Roofing Company do the work set forth in this proposal. The terms, conditions, and agreements set forth in this proposal constitute the entire agreement between the parties. Any other representations, warranties, and agreement, or understandings not set forth in this proposal shall not be declared part of this proposal.

Acceptance of Proposal:

For a 3% fee We accept MasterCard & Visa

Authorized Signature: _____

Date: _____

Customer: Please sign and return to us as official contract to perform work.

From: **Sal Garcia**
Date: Thu, Apr 16, 2020 at 9:30 AM
Subject: Firelight Meadows Reroof Proposal
To: <mattwalker.flm@gmail.com>

Hello Matt,
Here is the proposal for the Firelight Meadows.
I separated the buildings by duplex, fourplex, and complex on the proposal.
The price you see is per unit for each. Also separated is the cold roof option per unit.
I have attached the proposal along with the shingle brochures.
I bid 2 options on the architectural shingle and a Presidential Shake asphalt shingle option.
The scope of work is on the proposal for a complete tear off and full 100% ice and water.
All the disposal and material delivery are included in the proposal price.
The permit fee is not included because we could not get a straight answer from the State.
I believe there is no permit required for reroof. But if there is, we can always add later.
I also attached a brochure on the vented nail base panel.
I bid to use the 1.5" air gap for proper ventilation. The panel is 3.5" thick overall.
Price for the project is as a whole.
I can always adjust the price if you want to do sections at a time.
Let me know if you need any other information.
Look forward to working with you.
It would be great if we could do a few buildings this summer to get a feel for the project.

Thank you

Sal Garcia
Project Manager/ Estimator

2020 PAVING / PARKING SPACES ADDITION REPORT by Karla Yeager

MAY 2020

Count of original additional spaces = 40 Reducing original bid project to 20 spaces

(bid says 42...section M was 2 spaces removed by Jeff some time ago)

Locations designated on map in yellow

A = **2 additional spaces** (expanding lot from 2 to 4 spaces) on Candlelight Drive across from chalet 402 to north corner of Candlelight/Firelight between chalets 288 and 387 (NE side of campus) ****suggest adjacent to but not adjoining current 2 spaces to keep tree**

B = **2 new spaces** along Candlelight Drive between chalets 376 and 386 (NE side of campus)

C = **2 new spaces** along the curve of Candlelight Drive between chalets 302 and 306 between Firelight and Candlelight (NE side of campus)

D = **2 additional spaces** (expanding lot from 2 to 4 spaces) on curve of Candlelight Drive between chalets 277 and 303, between Firelight and Starlight (NE side of campus)

E = **2 additional spaces** (expanding lot from 10 to 12 spaces) on Candlelight Drive near corner of Firelight Drive across from chalets 140 and 148 (SW side of campus) ****electrical lines may determine feasibility**

F = **2 additional spaces** (expanding lot from 4 to 6 spaces) on Candlelight Drive loop in front of chalet 98 and 106 (SW side of campus) ****electrical lines may determine feasibility**

REMOVE G = 2 new parallel parking spaces on Candlelight Drive loop in front of chalets 50 and 58
bad location (SW side of campus) ****eliminate these**

REMOVE H = 5 new parallel parking spaces on Candlelight Drive entrance of Spruce Cone Drive
bad location behind chalets 503 and 509 and 517 (SW side of campus) **** eliminate these**

I = **2 new spaces** on Candlelight Drive next to chalet 504, across from chalet 509 (SW side of campus)

J = **2 new spaces** on Candlelight Drive between chalets 472 and 496, across from 481 (SW side of campus)

K = **2 new spaces** on Candlelight Drive between chalets 405 and 417, across from 414 (SW side of campus) ****warning sign is old cable lines**

L = **2 new spaces** on Candlelight Drive between chalets 389 and 397, across from 390 (SW side of campus)

REMOVE N = 13 parking spaces between chalets and condos along Firelight Drive (NE side of red campus)

NEW LOCATIONS: (red arrows on the map) = 12-15 new spaces

Chalet bus stop 2 new space

Between chalets 64 and 80 2 new spaces

Between chalets 94 and 98 2 new spaces

Between chalets 73 and 79 1 new space

Between chalets 103 and 107 1 new space

Between chalets 276 and 278 1 possibly 2 new spaces

Between chalets 311 and 319 1 possibly 2 new spaces

Between chalets 321 and 325 1 possibly 2 new spaces

Between chalets 375 and 379 1 new space