



**THE ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS
CONDOMINIUMS, INC.**

BOARD OF DIRECTORS MEETING

Firelight Board Meeting
Tue, Jun 22, 2021 6:00 PM - 8:00 PM (MDT)

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Date: Tuesday Jun 22, 2021	Time: 6:00 p.m. Mountain Time	Location: Go to Meeting (Virtual meeting)
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Agenda		Presenter	Action
Call to Order		Karla	-
6:00	• Member Forum (new items for next agenda)		-
6:05	• Minutes of May Board Meeting	Karla	Approve
	• Schedule next Board Meeting	All	-
New Business			
6:10	• HOA Legal Representative	Carol	Discuss
Old Business			
6:20	• Apex-Paving – Updated bid	HPM - Mike	Discuss
6:30	• Landscaping Match Dollars Program	Karla	Vote
6:40	• HVAC System Research	Julie	Discuss
6:50	• Exterior lighting fixtures	Carol	Discuss
Reports			
7:00	• Financials	Carol	Review
7:10	• Property Management Report	HPM – Dan	Review
7:15	• Rule & Parking Enforcement Reports	HPM – Derek	Review
Adjourn		Karla	-

Firelight Board Meeting
Tuesday, May 25, 2021 at 6:00 PM

Meeting Minutes

Call to order

Karla called the meeting to order at 6:05 pm.

Attendance

Board member in attendance included Karla Y., Carol P., Matt W., Hannah D., Jim D. and Julie B. Owners present included Tom M., and Dave S. Mike Palmer, Katie Coleman and Seanna Farrow of Hammond Property Management (HPM) were also present.

Approval of Minutes

Jim made one correction, and Matt communicated edits to the HLH rate case section with Seanna. Carol motioned to approve the meeting minutes with edits. Julie seconded the motion, and all were in favor.

Member Forum (Items for next meeting)

- Vote to finalize the Match Dollars Landscaping Program
- Update from Julie on HVAC system research
- Update from Carol on exterior lighting fixtures

The board will set up a separate meeting with Matt Huggins and HLH to discuss the water and sewer.

Next Board Meeting

The next board meeting was scheduled for Tuesday, June 22, 2021, at 6:00 pm, MT. The HPM office will be open at 5:30 for those that would like to attend in person, and call-in information will be provided.

RV Parking Space

The RV parking application states that the board has the right to revoke parking privileges from owners that are 60+ days in arrears. Carol motioned to revoke the parking privileges from one owner that is currently not in good standing. Karla seconded the motion and all were in favor. HPM will formally contact the owner regarding this decision and assist with removal of the RV stored in the space if necessary.

Cold-Roof Discussion

Carol continues to gather information from contractors regarding the potential cold-roof construction project. The topic will be added to the annual meeting agenda where more information can be presented to the ownership for consideration, including pricing and contractor possibilities.

Apex Paving

Mike is currently working with Apex on addressing the areas of the complex that still need to be paved. After a walk-around of the areas, Mike and Karla determined some areas that need updated dimensions. Mike will work with Apex to adjust the proposal and pricing and share with the board for further discussion and approval.

Landscaping Contract

The board met offline and discussed hiring HPM for one month while they considered other possibilities. Jim motioned to approve the board's offline discussion regarding landscaping and Karla seconded. All were in favor. At the meeting, however, Carol formally motioned to hire HPM for landscaping 2021 under the negotiated contract. Julie seconded the motion, and all were in favor.

Landscaping Match-Dollars Program

The group agreed with Karla's proposal to introduce a landscaping match-dollars program that would incentivize owners

to contribute to the campus landscaping. Karla and Hannah, and any board member interested, will discuss further and present more information for voting on at the June board meeting. The board will schedule a walk-around before then.

Campus Signage

There are several signs throughout Firelight that need repair or replacement. HPM will repair signs to the best of their ability where possible and put together a plan for the signs that require replacement.

HLH Rate Case Update

Matt shared that HLH has withdrawn their request for a rate increase. The board is in the position to consider purchasing their water rights and forming their own district. Matt will arrange a date and time for the board to meet with Matt Huggins and Kevin Lustaneu to address questions.

HVAC System Inquires

A chalet owner requested board approval for the installation of an AC unit. At this time the majority of the board denied the request until the topic can be investigated further, which has been communicated to the owner. Julie volunteered to share her own research on the topic at the next board meeting.

Window Replacement Application + Process

There are many owners interested in and anxious to move forward with window replacements in their units. Window replacements affect exterior common elements; Mike drafted an application for the board to consider that would streamline the process and ensure owners follow the appropriate guidelines for installations that are in compliance. Karla motioned to approve the application and asked HPM to follow the first owner through the process; Matt seconded the motion. All were in favor.

Financial Reports

There are very few past due accounts, and the budget is operating on schedule. Reimbursements for heat tape electric usage are being initiated. Carol has set up a petty-cash checking account with 3 debit cards available for minimal HOA expenses, and reoccurring payments for smaller items.

Other Business

It was communicated that Alanah Griffith will no longer be the legal representative for Firelight Meadows. HPM will provide the group with recommendations.

Managers Report

Mike revisited the West Fork Utilities water meter on campus that is set up to be metered through domestic water supply from the maintenance building. This is currently being metered separate from anything else and billed to the HOA. This specific water line feeds irrigation only with 3 zones. The HOA will be billed by West Fork in the future.

3-Rivers is schedule to do a campus walkthrough and address restoration of damaged landscaping areas.

Track Utilities is covering the cost of repair to damaged portions of the irrigation system. The costs will be handled directly through HPM and Gallatin Water Works (GWW). GWW has thorough notes of the repairs they are responsible for. The irrigation system is currently up and running better than previously. Mike is working with GWW on how to configure the irrigation system differently to be more efficient in the future.

Routine spring maintenance items are underway, as well as extensive campus clean up.

Adjourn

Hannah motioned to adjourn the meeting at 8:00 pm, and Matt seconded.

From: [Mike Palmer](#)
To: [Seanna Farrow](#)
Subject: FLM Paving estimate
Date: Thursday, June 17, 2021 11:16:26 AM

Hey,

Joe with Big Sky Asphalt quoted us 2260 sq ft at 8ft \$18,080. This is for the same areas that Apex bid us with a few reductions in square footage in a few spots. He didn't give me a written bid but I'll work on that. I'm happy to discuss this at the meeting.

Let me know else you might need on this!

Mike Palmer
General Manager
[Hammond Property Management](#)
406.599.2362

Firelight Meadows
Landscape Upgrade Match Dollars Program for 2021

Allocation of 10% (\$5000) of the Landscape Upgrade 2021 budget of \$50,000

- 1st come 1st served basis for twenty (20) unit owners in good standing only
- \$250 match dollars per unit (condo or chalet) per year; owner must spend a minimum of \$500 and will be reimbursed for half.
- Unit owner of record will be reimbursed \$250 after proof of purchases & inspection of satisfactory installation
- Project must be completed in 2021
- Funds can only be used towards perennial trees, shrubs, bushes – not annuals.
- Landscaping cannot impede/reduce snow storage areas
- Board must approve the project in advance; application must be submitted in writing with a description/diagram(s)/drawings/photos.
- 811 location is required prior to digging
- Must be tied into irrigation to ensure regular watering and/or success of the plant
- Evergreen trees over 2-feet in height must be professionally installed
- Aspens must be caged and staked

COST HAVE NOT BEEN UPDATED
REVIEW ONLY

FLM Outdoor Lighting Project

Seeking HOA approval to replace 352 exterior light fixtures. The chalets will have two fixtures (front door and patio) per unit and the condos one (deck). All fixtures will be the same size and color. The fixture is manufactured by Capitol Light Fixtures model CAP926311OZ.

Cost:

Fixture	\$71.20	\$25,067.40
Shipping	\$ 1.12	\$ 395.00
Light Bulb	\$ 3.00	\$ 1,056.00
Installation	\$ 52.92	\$18,626.24
Total Per Fixture	\$128.24	
Total Fixture Cost		\$45,144.64

Unknown cost are for the disposal of packaging and old light fixture. Dumpsters are needed for recycle of cardboard and for styrofoam. I am talking to Four Corners Recycle about recycling the metal portion of the old light fixture. This would be labor intensive because the glass portion and light build will need to be removed. I suggest we give the old fixtures to someone who might want to earn a few dollars off of the metal. Currently metal is \$.01 pound.

There is an environmental impact of sorts by changing out the fixtures. The new fixture is Dark Sky compliant.



Firelight Meadows Owners Association

Balance Sheet

As of March 31, 2021

Accrual Basis

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating Bank Accounts	
BSWB 113 557 Operating	4,687
BSWB 001 164 Money Market	130,018
	<hr/>
Total Operating Bank Accounts	134,705
Reserve Bank Accounts	
American Bank 2739	247,190
Edward D Jones	1,394,570
	<hr/>
Total Reserve Bank Accounts	1,641,760
	<hr/>
Total Checking/Savings	1,776,465
Accounts Receivable	
Accounts Receivable	29,139
	<hr/>
Total Accounts Receivable	29,139
Other Current Assets	
Prepaid Expenses	1,100
Interest Receivable	5,531
Prepaid Insurance	10,541
	<hr/>
Total Other Current Assets	17,172
	<hr/>
Total Current Assets	1,822,776
	<hr/>
TOTAL ASSETS	1,822,776
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,645
	<hr/>
Total Accounts Payable	4,645
Other Current Liabilities	
Landscape Upgrades Payable	67,000
Prepaid Assessments	10,075
	<hr/>
Total Other Current Liabilities	77,075
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**Firelight Meadows Owners Association
Balance Sheet**

Accrual Basis

As of March 31, 2021

	Mar 31, 21
Total Current Liabilities	<u>81,720</u>
Total Liabilities	81,720
Equity	
Reserve Fund Balance	
Reserve CondoCarpet Replacement	15,000
Reserve Fund Balance - Other	<u>1,672,541</u>
Total Reserve Fund Balance	1,687,541
Retained Earnings	26,918
Net Income	<u>26,596</u>
Total Equity	<u>1,741,055</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,822,776</u></u>

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

Accrual Basis

January through March 2021

	Jan - Mar 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income			
Chalet - Quarterly Assesment	147,152	147,152	0
Condo - Quarterly Assessment	96,720	96,720	0
Total Quarterly Assessment Income	243,872	243,872	0
Finance and Late Fee Charges	0	0	0
Membership Dues	1,600	0	1,600
Parking Income	7,370	0	7,370
BAD DEBT INCOME	17,032	0	17,032
Fine Income for Violations	200	0	200
Total Income	270,074	243,872	26,202
Gross Profit	270,074	243,872	26,202
Expense			
General Common Expenses			
Insurance	18,334	20,589	(2,255)
Landscape and Sprinkler	0	0	0
Landscape Upgrades	0	0	0
Trash Removal			
Maintenance	0	0	0
Trash Removal - Other	10,779	10,000	779
Total Trash Removal	10,779	10,000	779
Maintenance & Repairs	8,432	17,800	(9,368)
Snow Removal	70,371	65,867	4,504
Roof Snow Removal	34,020	40,000	(5,980)
Management Company	27,679	28,509	(830)
Parking Rule Enforcement	12,094	12,457	(363)
Accounting	4,175	4,300	(125)
Legal	650	4,200	(3,550)
Legal Reimbursed by Owner	(160)	0	(160)
Office Expense	655	900	(245)
Postage & Delivery	90	103	(13)
Bad Debt	0	1,082	(1,082)
Meeting Expense	0	0	0
Special Projects			
Road & Entry Improvements	0	0	0
New Parking Spaces	0	0	0
Special Projects - Other	0	0	0

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

Accrual Basis

January through March 2021

	Jan - Mar 21	Budget	\$ Over Budget
Total Special Projects	0	0	0
Total General Common Expenses	187,118	205,807	(18,689)
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	0	0	0
Maintenance & Repair Chalet	0	0	0
Total Limited Common Expense - Ch...	0	0	0
Limited Common Expense - Condo			
Carpet Replacement	0	0	0
Condo Utilities - Building	4,359	4,256	103
Reimbursement SnowMelt Electric	0	0	0
Telephone Condo Fire Alarm Syst	1,235	1,250	(15)
Condo - Cleaning and Rugs	2,800	4,250	(1,450)
Fire Alarm System Monitoring	500	560	(61)
Fire Extinguisher Inspection	1,471	820	651
Maintenance & Repair Condo Only	0	140	(140)
Total Limited Common Expense - Co...	10,365	11,276	(911)
Total Expense	197,483	217,083	(19,600)
Net Ordinary Income	72,591	26,789	45,802
Other Income/Expense			
Other Income			
Postage Income	150	0	150
Interest Income	4,263	0	4,263
Total Other Income	4,413	0	4,413
Other Expense			
Water & Sewer Delinquent paid	0	0	0
Reserve Contribution	50,408	50,408	0
Total Other Expense	50,408	50,408	0
Net Other Income	(45,995)	(50,408)	4,413
Net Income	26,596	(23,619)	50,215



Firelight Meadows HOA

Managers' Report – June 22, 2021

- Chalets
 - Continued facilitating the Three Rivers fiber optic installation
 - Reattached fallen heat tape
 - Continued with cleanup throughout campus
 - Facilitated irrigation system repair with Gallatin Water Works
 - Adjusted irrigation clocks accordingly for dry areas
 - Met with asphalt companies for quotes on chalet entrances
 - Met with Best Day Ever painting for summer touchup work
 - Continued resupplying dog waste stations
 - Met with Timberline insulation regarding R value in units
 - Coordinated access and repair for damaged drywall after winter roof leaks

- Condos
 - Facilitated McLees to repaired bathroom vent issue in B Building
 - Facilitated Three Rivers with fiber optic installation
 - Worked with Buffalo restoration regarding flood in C3/C5
 - Coordinated Manhattan Plumbing with new spigot in C building
 - Continued spring clean around condos
 - Adjusted irrigation clocks as needed
 - Installed key lock box for crawlspace access
 - Reattach fallen heat tape
 - Met with Timberline insulation regarding R value in common attic space
 - Coordinated access and repair for damaged drywall after winter roof leaks

- Compactor
 - Monitored owners for disposing of garbage improperly
 - Cleared trash out of the compactor area as needed

Firelight Rule Enforcement Report - as of June 17, 2021

Unit	Date of Infraction	Category	Action Taken	Warning	Fine	Notes
106 Candlelight Drive	06/03/21 3:23 PM	Garbage		TRUE		grandage can left out
85 Aurora Lights Drive A03	06/03/21 3:21 PM	Garbage		TRUE		tires
417 Firelight Drive	06/03/21 3:20 PM	Garbage		TRUE		charcoal Grill
472 Firelight Drive	06/03/21 3:20 PM	Garbage		TRUE		indoor sofa
311 Candlelight Drive	06/03/21 3:19 PM	Garbage		TRUE		Christmas tree
124 Candlelight Drive	06/03/21 3:18 PM	Charcoal Grill		TRUE		charcoal Grill
361 Firelight Drive	05/31/21 7:25 AM	Garbage		TRUE		trashcan over flowing and birds picking at it.
120 Firelight Drive C06	05/27/21 2:50 PM	Deck Storage		TRUE		tiers
85 Aurora Lights Drive A03	05/27/21 2:49 PM	Deck Storage		TRUE		tiers
417 Firelight Drive	05/27/21 2:48 PM	Garbage	\$100 Fine	TRUE	TRUE	charcoal Grill
472 Firelight Drive	05/27/21 2:47 PM	Garbage		TRUE		sofa outside
115 Starlight Drive	05/27/21 2:46 PM	Garbage		TRUE		sand bag sitting out
80 Starlight Drive	05/27/21 2:45 PM	Dog-waste		TRUE		dog waste and pice of plywood
330 Firelight Drive	05/27/21 2:44 PM	Deck Storage		TRUE	TRUE	indoor chair outside
215 Candlelight Drive	05/27/21 2:43 PM	Dog-waste		TRUE		dog waste
173 Candlelight Drive	05/27/21 2:42 PM	Garbage		TRUE		Christmas tree
140 Candlelight Drive	05/27/21 2:41 PM	Dog-waste		TRUE		dog waste and scrap board
120 Firelight Drive C02	05/20/21 3:51 PM	Other		TRUE		tires
120 Firelight Drive C10	05/20/21 3:51 PM	Charcoal Grill		TRUE		charcoal grill
50 Firelight Drive D05	05/20/21 3:50 PM	Other		TRUE		tires
85 Aurora Lights Drive A07	05/20/21 3:49 PM	Other		TRUE		tires
305 Firelight Drive	05/20/21 3:48 PM	Garbage		TRUE		cigarette butts around condo
417 Firelight Drive	05/20/21 3:48 PM	Charcoal Grill		TRUE		charcoal grill
465 Firelight Drive	05/20/21 3:47 PM	Charcoal Grill		TRUE		charcoal grill and office note there is to 465 to choose from
495 Firelight Drive	05/20/21 3:45 PM	Charcoal Grill		TRUE		charcoal grill
473 Firelight Drive	05/20/21 3:45 PM	Other		TRUE		car seat or sofa and cigarette butts around condo
330 Firelight Drive	05/20/21 3:44 PM	Other		TRUE		living room chair and cigarette butts around condo
311 Candlelight Drive	05/20/21 3:42 PM	Other		TRUE		Christmas tree
62 Candlelight Drive	05/20/21 3:41 PM	Other		TRUE		Christmas tree and firewood
86 Candlelight Drive	05/20/21 3:40 PM	Charcoal Grill		TRUE		Charcoal Grill and cigarette butts around condo
106 Candlelight Drive	05/20/21 3:39 PM	Charcoal Grill		TRUE		charcoal grill
116 Candlelight Drive	05/20/21 3:38 PM	Charcoal Grill		TRUE		charcoal grill
170 Candlelight Drive	05/20/21 3:37 PM	Charcoal Grill		TRUE		charcoal grill
352 Candlelight Drive	05/20/21 3:36 PM	Garbage		TRUE		cigarette butts around unit. also office note there are 2 352 to choose from so one may be old.

Firelight Parking Enforcement Report - as of June 17, 2021

Make	Plate	Date	Time	Unit/Pass	Location	Comments	Repeat?	BOOTED	TOWED	TOWED BY	Towed Date	Warning \$	Email
camper	aa5r7301	06/06/21	945 pm		Overflow Parking	camper							
Volkswagen	California 8vhj406	06/04/21	745 am		Firelight	NO PERMIT/ Fire-lane							
boat		06/03/21	8 am	115 Starlight Drive	Overflow Parking	boat	TRUE					TRUE	TRUE
pop up camper		06/01/21	5 pm	360 Candlelight Drive	Neighboring driveway	rv/bike on rocks	TRUE					TRUE	TRUE
boat		06/01/21	5 pm	115 Starlight Drive	Neighboring driveway	boat						TRUE	TRUE
rv	dbg138	05/22/21	6 am	302 Candlelight Drive	Neighboring driveway	rv						TRUE	TRUE
Ford	cx5750	05/17/21	8 am		A-Building	Abandoned Vehicle/ no PERMIT		TRUE	TRUE	Best Rate	05/21/21		
Subaru	cxw130	05/19/21	435 am		Neighboring driveway	NO PERMIT/parked in someone drive		TRUE	TRUE	Best Rate			
Jeep	btr330	05/21/21	8 am	365 Firelight Drive	Firelight	Fire-lane						TRUE	TRUE